

Board of Education Regular Meeting
Monday, August 10, 2020 5:30 PM

Norfolk Public School's Central Administration
Building
P.O. Box 139
Norfolk, NE 68702-0139

Agenda

1. Call to Order
 1. Roll Call
 2. Declaration of a Legal Meeting
2. Pledge of Allegiance
3. Public Comments & Communication
4. Information and Discussion Items
 1. Finance & Facilities Report
 2. Teaching & Learning Report
 3. Student Programs Report
 4. Student Services Report
 5. Human Resources & Accreditation Report
 6. Superintendent's Report
5. Committee Reports
 1. Board Building Visit Reports
 2. Facilities & Finance Committee Report
 3. Policy Committee Report
 4. Government Relations Committee Report
 5. Activities Committee Report
 6. Minutes of Committee Meetings
6. Approve Consent Agenda
 1. Minutes of Previous Meetings
 2. Personnel
 1. Contract Approval
 2. Resignations
 3. Claims
7. Action Items
 1. Discuss, consider and take action to approve the 2020-2021 Substitute Teacher Handbook
 2. Discuss, consider and take action to approve the 2020-2021 Students Handbook: COVID Supplement
 3. Discuss, consider and take action to approve the 2020-2021 Staff Handbook: COVID Supplement
 4. Discuss, consider and take action to approve the revised 2020-2021 Little Panthers Preschool Calendar
 5. Discuss, consider and take action to approve up to \$2,500,000 in additional claims to close out the 2019-2020 school year.
 6. Discuss, consider and take action to accept the proposal for the replacement of the Senior High chilling system

7. Discuss, consider and take action to approve the 2020-2021 administrative compensation package and contracts, including the Superintendent
8. Discuss, consider and take action to approve the second and final reading of Board Policy 6250 related to grades
9. Discuss, consider and take action to approve the second and final reading of Board Policy 6111 related to the Classroom Environment
10. Discuss, consider and take action to approve the second and final reading of Board Policies 1040 (Annual Report), 5506 (Safe Pupil Transportation Plan), and 6117 (Ceremonies)
11. Discuss, consider and take action to suspend Board Policy 5007 related to Foreign Exchange Students for the 2020-2021 school year
8. Future Meetings
9. Executive Session -- To discuss personnel issues -- as Needed to Protect the Interest of the District
 1. Convene Executive Session -- To discuss personnel issues -- As Needed to Protect the Interest of the District
 2. Reconvene Meeting from Executive Session
 3. Approval of Any Action Deemed Necessary as a Result of Executive Session
10. Adjournment

NORFOLK PUBLIC SCHOOLS
INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
ALL FUNDS
For Month Ending July 31, 2020

Fund/Account	2019-2020 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$5,563,741.71	\$49,705.84	\$491,592.96	\$5,121,854.59
SPECIAL BUILDING FUND (2)	\$3,982,891.95	\$61,234.90	\$0.00	\$4,044,126.85
DEPRECIATION RESERVE FUND (2)	\$6,423,169.22	\$1,048.57	\$165,525.56	\$6,258,692.23
ACTIVITIES ACCOUNT (2)	\$844,287.53	\$27,553.02	\$35,649.52	\$836,191.03
SUBSIDIARY ACCOUNT (2)	\$333,217.64	\$53,354.69	\$39,016.57	\$347,555.76
GENERAL FUND (1)	\$20,703,877.15	\$2,379,475.06	3,999,777.86	\$19,083,574.35
PAYROLL ACCOUNT (2)	\$5,705.78	\$2,979,878.21	\$2,979,878.21	\$5,705.78
SCHOOL LUNCH FUND (2)	\$732,428.29	\$183,154.47	\$161,409.61	\$754,173.15
BOND FUND (2)	\$3,730,227.83	\$98,522.89	\$0.00	\$3,828,750.72
COOPERATIVE FUND (2)	\$292,747.52	\$4,457.80	\$10,027.61	\$287,177.71
EMPLOYEE BENEFIT FUND (2)	\$5,272.89	\$3.16	\$0.00	\$5,276.05
ATHLETIC FIELD COOPERATIVE FUND (2)	\$348,185.50	\$83.10	\$0.00	\$348,268.60
CONVENIENCE FEE FUND (2)	\$7,031.64	\$118.21	\$128.32	\$7,021.53
STUDENT FEE FUND (2)	\$330,430.54	\$842.51	\$12,788.39	\$318,484.66
TOTAL ALL FUNDS	\$43,303,215.19	\$5,839,432.43	\$7,895,794.61	\$41,246,853.01
BALANCES CLASSIFIED BY DEPOSITORY				
(1) BANK FIRST				\$19,083,574.35
(2) ELKHORN VALLEY BANK				\$18,334,527.94
(2) MIDWEST BANK				\$3,828,750.72
TOTAL BALANCES				\$41,246,853.01

JULY 2020 SENIOR HIGH ACTIVITY FUND EXPENDITURES

1	CARHART LUMBER	MATERIALS	13 2900 610 2 529 001	\$800.96
2		PLEXI GLASS SHIELDS	13 2900 610 2 597 001	\$90.00
3	CARHART LUMBER Total			\$890.96
4	CASH	SCHEDULE PICKUP PETTY CASH	13 2900 610 2 598 001	\$1,000.00
5	CASH Total			\$1,000.00
6	CHAMPION TEAM WEAR	TEAM JACKETS	13 2900 610 2 549 001	\$600.00
7	CHAMPION TEAM WEAR Total			\$600.00
8	CUSTOM SPORTS	APPAREL	13 2900 610 2 556 001	\$1,257.00
9		GRADUATION SHIRTS	13 2900 610 2 502 001	\$1,157.00
10	CUSTOM SPORTS Total			\$2,414.00
11	ELKHORN FEED CENTER	CALF SUPPLIES	13 2900 610 2 628 001	\$37.08
12	ELKHORN FEED CENTER Total			\$37.08
13	ELKHORN VALLEY BANK	STOP PAYMENT FEE-BENCH	13 2900 610 2 529 001	\$20.00
14	ELKHORN VALLEY BANK Total			\$20.00
15	ELKHORN VALLEY BANK AND	FUNDRAISING DISTRIBUTION	13 2900 610 2 588 001	\$14,130.00
16	ELKHORN VALLEY BANK AND Total			\$14,130.00
17	HOFFMAN, JEFF	WALMART-WEIGHT LIFTING CAMP	13 2900 610 2 529 001	\$32.96
18	HOFFMAN, JEFF Total			\$32.96
19	HONORS GRADUATION	GRADUATION CORDS	13 2900 610 2 503 001	\$364.00
20	HONORS GRADUATION Total			\$364.00
21	INNOVATIVE OFFICE	COOP SUPPLIES	13 2900 610 2 597 001	\$24.28
22	INNOVATIVE OFFICE Total			\$24.28
23	LOVE SIGNS, INC	OFFICE DOOR SIGNS	13 2900 610 2 503 001	\$511.57
24	LOVE SIGNS, INC Total			\$511.57
25	MEANS, ANGIE	GO THE DISTANCE SHIRT REIMB	13 2900 610 2 231 001	\$107.00
26	MEANS, ANGIE Total			\$107.00
27	NATIONAL ART & SCHOOL	COOP SUPPLIES	13 2900 610 2 597 001	\$65.22
28	NATIONAL ART & SCHOOL Total			\$65.22
29	NPS STUDENT FEES ACCOUNT	ONLINE FEES PAID	13 2900 610 2 598 001	\$420.00
30		ONLINE PAYMENTS	13 2900 610 2 598 001	\$300.00
31	NPS STUDENT FEES ACCOUNT Total			\$720.00
32	NPS-FOUNDATION	AFS UNUSED GRANT FUNDS	13 2900 610 2 280 001	\$112.16
33	NPS-FOUNDATION Total			\$112.16

34	POLLARD PUMPING	GRADUATION PORTABLE RESTROOMS	13 2900 610 2 503 001	\$490.00
35	POLLARD PUMPING Total			\$490.00
36	PRIORITY COMMUNICATIONS &	BELL SCHEDULE LABOR	13 2900 610 2 503 001	\$65.00
37	PRIORITY COMMUNICATIONS & Total			\$65.00
38	PYRAMID SCHOOL PRODUCTS	COOP SUPPLIES	13 2900 610 2 597 001	\$13.20
39	PYRAMID SCHOOL PRODUCTS Total			\$13.20
40	QUILL CORPORATION	HAND SANITIZER	13 2900 610 2 503 001	\$48.60
41		HAND SANITIZER & WIPES	13 2900 610 2 503 001	\$129.89
42		MENTOR HANDBOOK SUPPLIES	13 2900 610 2 503 001	\$50.40
43		SCHEDULE PICKUP PENS	13 2900 610 2 503 001	\$180.00
44		THERMOMETER	13 2900 610 2 597 001	\$56.79
45	QUILL CORPORATION Total			\$465.68
46	REGENCY PORTRAITS	4 YEAR/3 SPORT PHOTO	13 2900 610 2 529 001	\$146.00
47	REGENCY PORTRAITS Total			\$146.00
48	RIDDELL/ALL AMERICAN	RECONDITIONED HELMETS	13 2900 610 2 537 001	\$2,728.38
49	RIDDELL/ALL AMERICAN Total			\$2,728.38
50	SAFETY-KLEEN	POWER MECHANICS SOLVENT	13 2900 610 2 503 001	\$325.99
51	SAFETY-KLEEN Total			\$325.99
52	TEECO INC	WATER COOLER	13 2900 610 2 503 001	\$31.75
53	TEECO INC Total			\$31.75
54	TJM PROMOS	LANYARDS	13 2900 610 2 503 001	\$970.00
55	TJM PROMOS Total			\$970.00
56	UCA SUMMER CAMPS	VARSIY CAMP	13 2900 610 2 517 001	\$2,721.00
57	UCA SUMMER CAMPS Total			\$2,721.00
58	UNITED STATES POSTAL	BEGINNING OF THE YEAR LETTER	13 2900 610 2 503 001	\$198.88
59	UNITED STATES POSTAL Total			\$198.88
60	VARSIY SPIRIT FASHIONS	APPAREL	13 2900 610 2 556 001	\$2,284.30
61	VARSIY SPIRIT FASHIONS Total			\$2,284.30
62	VISA	AMAZON-KEY TAGS	13 2900 610 2 503 001	\$10.69
63		AMAZON-PACE CLOCK	13 2900 610 2 560 001	\$230.05
64		AMAZON-THERMOMETERS	13 2900 610 2 597 001	\$130.48
65		ETSY-BOWS	13 2900 610 2 517 001	\$612.27
66		LULEMON-TIGHTS	13 2900 610 2 556 001	\$1,258.32
67		MENARDS-TURF SPRAYER	13 2900 610 2 280 001	\$9.98

68		PETCO-AQUARIUMS	13 2900 610 2 628 001	\$229.17
69		PTULA-LEGGINS	13 2900 610 2 517 001	\$833.56
70		RHINESTONE JEWELRY-EARRINGS	13 2900 610 2 556 001	\$135.99
71		TEAMTREES-TREES FOR AWARDS	13 2900 610 2 553 001	\$384.00
72		WALMART-AFS GRANT	13 2900 610 2 280 001	\$137.63
73		WEBSTAURANT-PERKINS OVERAGE	13 2900 610 2 503 001	\$7.93
74	VISA Total			\$3,980.07
75	WINNERS CIRCLE	AWARDS	13 2900 610 2 553 001	\$140.04
76	WINNERS CIRCLE Total			\$140.04
77	Grand Total			\$35,589.52

JULY 2020 JUNIOR HIGH ACTIVITY FUND EXPENDITURES

1	VISA	MARATHON YEARBOOK DEPOSIT #32	14 2900 610 2 865 002	\$60.00
2	VISA Total			\$60.00
3	Grand Total			\$60.00

JULY 2020 SUBSIDIARY EXPENDITURES

1	EARL MAY SEED AND NURSERY	2ND HALF OF TREE PLANTING LLP	05 2900 610 0 050 000	\$758.63
2	EARL MAY SEED AND NURSERY Total			\$758.63
3	FAST LINE STRIPING SYSTEMS	WIND FARM GRANT MONEY PURCHASE	05 2900 610 0 076 000	\$800.00
4	FAST LINE STRIPING SYSTEMS Total			\$800.00
5	GOPHER	WORKOUT MAT	05 2900 610 0 040 000	\$500.00
6	GOPHER Total			\$500.00
7	MADISON NATIONAL LIFE	BASIC LIFE INSUR RETIREES	05 2900 610 0 090 000	\$502.88
8	MADISON NATIONAL LIFE Total			\$502.88
9	NET FOUNDATION FOR	MEMBERSHIP SUPPORT	05 2900 610 0 081 000	\$350.00
10	NET FOUNDATION FOR Total			\$350.00
11	STERLING COMPUTERS	2 IN 1 CHROMEBOOKS	05 2900 610 0 076 000	\$5,125.00
12	STERLING COMPUTERS Total			\$5,125.00
13	SYNCB/AMAZON	SUPPLIES FOR TNL	05 2900 610 0 081 000	\$160.29
14	SYNCB/AMAZON Total			\$160.29
15	TEECO INC	MONTHLY RENTAL	05 2900 610 0 050 000	\$43.00
16		WATER JUGS/DELIVERY	05 2900 610 0 050 000	\$24.50
17	TEECO INC Total			\$67.50
18	TUCKER, TAMI	CASH DRAWER SCHEDULE PICK UP	05 2900 610 0 040 000	\$448.00
19	TUCKER, TAMI Total			\$448.00
20	VISA	AMAZON SUPPLIES #21	05 2900 610 0 093 000	\$115.81
21		COFFEE #24	05 2900 610 0 050 000	\$208.92
22		SOLUTION TREE #2	05 2900 610 0 081 000	\$39.54
23		WALMART SUPPLIES #21	05 2900 610 0 093 000	\$107.35
24	VISA Total			\$471.62
25	WEINRICH, JERRY	REFUND OF BASIC LIFE INSUR.	05 2900 610 0 090 000	\$5.76
26	WEINRICH, JERRY Total			\$5.76
27	WINNERS CIRCLE	RETIREMENT PLAQUE	05 2900 610 0 076 000	\$126.50
28	WINNERS CIRCLE Total			\$126.50
29	Grand Total			\$9,316.18

Board of Education Regular Meeting

Monday, July 13, 2020

5:30 PM: Business Meeting

Public Notice of BOE meeting was published Friday, July 10, 2020 in the Norfolk Daily News.

Norfolk Public School's Central Administration Building

P.O. Box 139

Norfolk, NE 68702-0139

Tammy Day:	Absent	Arnie Robinson:	Present
Dr. Patti Gubbels:	Present	Bob Waite:	Present
Bruce Mitchell:	Absent	Sandy Wolfe:	Present

1. Call to Order

The Norfolk Public School District's board of education meeting is called to order at 5:30 PM.

1.1. Roll Call

Motion to approve the absence of Tammy Day and Bruce Mitchell at 5:31 PM passed with a motion by Dr. Patti Gubbels and a second by Arnie Robinson.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Absent	Sandy Wolfe:	Yea

Bruce Mitchell arrived at the meeting at 5:32 PM.

Bruce Mitchell: Present

1.2. Declaration of a Legal Meeting

This is a legal meeting of the board of education, as advertised by the means specified in board policy. A complete copy of the Open Meetings Act is posted in the board room for your review. A copy of the agenda is available at the desk of the recording secretary.

2. Pledge of Allegiance

3. Public Comments & Communication

Two community members made statement.

4. Information and Discussion Items

4.1. Finance & Facilities Report

A. Total amount of claims to be approved in the consent agenda for the month of July, 2020 by specific fund is listed below:

- General Fund = \$1,009,084.34
- Nutrition Services Fund = \$161,409.61
- Cooperative Fund = \$977.12
- Depreciation Fund = \$165,525.56
- QCPUF = \$491,592.96
- Student Fee Fund = \$12,788.39

B. The total amount of claims for the month of June, 2020 in the Activities Fund were:

- **Activity Fund = \$142,651.64**

C. All of these claims were reviewed earlier today by the Finance and Facility Committee. As we come to the end of our current fiscal year the financial position of the district looks to remain strong and for that to continue into 20-21. There will continue to be many unknowns with the COVID pandemic and the need to find property tax solutions that are sustainable. I believe NPS is well positioned financially going into 20-21 to continue to provide a high quality education while following our continued conservative spending practices.

4.2. Teaching & Learning Report

Curriculum, Instruction & Assessment

- The summer time has been focused on making plans to be instructionally ready for the next school year in whatever capacity that may be.

- The Teaching and Learning Team has collaborated with Angie Baumann to prepare for the beginning of the school year on new teacher training.
- The TnL Team put together a comprehensive E-Learning website that contains training from May. Our intention is to continue to add to that for our teachers and principals so resources are readily available when needed.
- The TnL department is also working on website revision for district communication on curriculum, instruction and assessment. There is a lot information and resources that will become available to parents, although we understand that our parents are best served if we send out small doses of information at a time. Especially when the information is meaningful. For example, after Fall MAP assessments are done, we can direct parents to a short explanation video about their child's results.

4.3. Student Programs Report

- A. Sixpence Board of Trustees has approved our continuation request for the 2020-2021 school year. This grant allows us to continue to provide the highest quality childhood experiences to the youngest children in our community.
- B. As certified staff report for the new school year, I will be meeting separately with the Special Education and ELL (English Language Learners) staff to discuss program plans for this school year. The nurses will meet in early September.
- C. I will be participating in the NDE, Social Emotional Learning 5 part webinar series that will focus on social emotional learning (SEL) from an adult perspective and inform participants of best practices that improve school culture, teacher efficacy, and student outcomes. School counselors and school psychologists were invited to participate in the series as well.

4.4. Student Services Report

- A. Summer school ended June 24th for the High School. There were 306 students who participated in the online summer school program either for credit recovery or normal credit bearing classes. Summer School at the elementary level finished on June 26th. We had 81 students that participated in our summer reading program.
- B. Back to school open houses:
 - Elementary schools August 11th 5:30pm - 6:30pm
 - Middle school August 10th 5:30pm - 6:30pm
 - Junior High August 10th 7:00pm - 8:00pm
 - Senior High August 10th 6:00pm - 8:00pm

Technology

Chromebooks for 2nd grade are here and being sent to buildings. We are expecting our other shipment of Chromebooks at the end of the month.

4.5. Human Resources & Accreditation Report

Beginning of School Information:

- Our "New to the District" teacher training is Tuesday, August 4 - Friday, August 7.
- All certified staff report on Monday, August 10.
- The first day of school for students is Thursday, August 13.

Job Postings Update:

Current Classified Positions:

- Multi-Building Custodian (Full-time)
- Junior High Head Evening Custodian (Full-time)
- Junior High After-Hours Custodian-2 positions (Full-time)
- Maintenance - Mowing

Certified Positions: (2020-21 school year):

- Secondary Math Teacher
- Secondary Special Education Teacher
- Substitute Teacher

Classified Openings: (2020-21 school year):

- Junior High Special Ed Para w/driving (Full time)
- Senior High - Para 4/with driving

- Senior High Special Ed Achievement Center Para (Part time)
- Senior High - Special Education Resource Para (Part-time)
- Sixpence Family Facilitator
- Washington and Bel Air Evening Custodians (Part-Time)
- Westside Elementary - Classroom Para
- Substitute: Paraprofessional, Health Tech, Secretary & Nurse

Coaching Opportunities (2020-21 school year):

- Assistant Theater (2nd Semester)
- HS Head Boys Golf Coach
- SH Assistant Speech

4.6. Superintendent's Report

COVID-19 Return to School Planning Committee Update

The district's COVID-19 Return to School Planning Committee has drafted a comprehensive R2S Plan based upon the 3 tiers recommended by the CDC. However, the ELVPHD has indicated that they are moving to a 4-tier colored risk dial. Therefore, we are re-aligning our plans to this 4-tier system. This will allow us to respond quickly when there is a change in COVID status within the community. We will discuss these plans and scenarios in detail at our July 23rd meeting.

Prom/Post Prom

Prom will be canceled due to the inability to sanitize properly and to maintain social distancing.

Graduation Update

An outside ceremony at Skyview Lake is planned at 2:00 PM on July 26th. If inclement weather is forecasted, parents and student would be notified by 9:00 am on July 26th. Then there would be graduation at 2:00 in the NHS gym with the first half of the alphabet and graduation for the second half of the alphabet would be held at 4:00 PM.

5. Committee Reports

5.1. Board Building Visit Reports

Arnie Robinson and Sandy Wolfe visited the weight training program at NHS that took place this summer.

5.2. Facilities & Finance Committee Report

A. The committee met at 12:00 noon today. The claims for the month of July and Activity claims for June were reviewed. The committee was updated about current facility projects under contract as well as other summer maintenance items. There was also discussion on the upcoming 20-21 school year, specifically with the reopening of facilities. The committee then went over the following items:

- Budget development 20-21
- Recommendation to seek proposals for SH Chilling system
- Update on CARES Act funding
- Wifi "Hotspots" for 20-21, update
- Proposal on maintenance agreement for roofs
- Admin compensation for 20-21

B. The next regular meeting will be on Monday, August 10th at 12:00 noon.

5.3. Policy Committee Report

A. The Policy Committee met via Zoom on June 25, 2020 to discuss a number of items. First the committee reviewed suggested policy updates provided by Perry Law Firm.

- The Perry Law Firm had suggested that we add tasers and mace to our policies as dangerous weapons, as they have been misused by students across the state. We currently have some students at the senior high who carry mace on their keychains for self-protection. We decided to continue to allow this practice, as long as students keep the mace in their lockers and understand that any misuse of the mace would result in disciplinary action. Language about this will be added to the senior high handbook. Tasers will be listed as a dangerous weapon in handbooks at all levels. No changes related to dangerous weapons need to be made to existing policy (5406) which already addresses dangerous weapons.

- Policy 1040 (Annual Report and School Improvement) was updated to mirror the language in NDE Rule 10.
 - A new policy was added 6111-(Classroom Environment) to address the emerging trend of staff members using essential oils in classrooms. This can be problematic for students with allergies and/or sensitivities to the oils. This policy prohibits their use, which mirrors our current practice. The policy also restricts other classroom distractions to ensure the learning environment is appropriate.
 - Policy 6117 (Ceremonies) was updated to align with the new American Civics law, making our list of ceremonies and holidays to be celebrated consistent with the new statute.
 - Non-substantive changes were made to policy 5506 (Safe Pupil Transportation Plan).
- B. The committee is also recommending several changes to existing policies.
- Policy 8153 (American Civics) was updated to reflect Nebraska Statute, clarifying the number of public meetings that must be held annually.
 - Policy 5202 (Graduation) was updated to clarify that 145 hours of required (versus core) courses are required for graduation, rather than 160. The overall number of hours required does not change.
- C. The committee discussed a proposed new policy that explains the purpose of grades and how grades are determined and assigned. We recommend that Policy 6250 (Grades) be approved on first reading this evening.
- D. Finally, the Policy Committee discussed a proposed NASB Standing Position regarding the use of accountability data for school improvement. The committee suggested the proposed standing position be submitted by the NPS Policy Committee to the NASB Legislative Committee for consideration. If the NASB committee approves the standing position it will be voted on at NASB Delegate Assembly during NASB State Conference in November.

5.4. Government Relations Committee Report

The Government Relations Committee is preparing for the Legislative Session to resume on July 20th. Representatives will attend the Greater Nebraska Schools Association (GNSA) meeting on July 22nd, and the Committee will meet on August 5th. There are only 17 days remaining in the legislative session to cover some very important topics, such as budget amendments, property tax relief, and business incentives, so we are expecting things to move very quickly.

5.5. Activities Committee Report

- A. The Activities Committee met on June 11th. The main purpose for the meeting was to discuss the possible re-opening of our athletic facilities for weight-lifting and conditioning purposes. Mr. Ries went through a detailed presentation of the safety protocols and procedures that would be put in place, including symptoms screening, social distancing, thorough cleaning, and traffic flow. The Committee indicated that they felt comfortable with the proposal and agreed to re-open our facilities for this purpose, following a successful "dry-run" or "pilot" of the procedures.
- B. The Committee also discussed a plan for mini-camps to be held in July for 9th-12th graders only. They agreed to move forward with these with no cost for participation.
- C. Mr. Ries then provided the Committee with a variety of updates, including the following:
- Cheerleading, Pink Panthers, Show Choir, and Flags Corps completed virtual try-outs, which went very smoothly.
 - We had several students participate in the National Speech Competitions, virtually.
 - The NSAA approved Bowling as a sanctioned activity.
 - The administration is not recommending the addition of new activities or programs this year, due to the economic uncertainty we are facing. We need to focus on maintaining the outstanding programs we already have in place.
 - The NSAA approved Girls Wrestling as an Emerging Sport. Girls will continue to be allowed to participate in boy's events, if there are not enough girls available in a tournament. There will be no additional cost for the district.
- D. There will be a lot of uncertainty for activities moving into the fall.

- Some sports may get to play and some may not
- Individual games could be cancelled due to "circumstances"
- Sports budgeting--will order by season, coaches have been asked to be frugal
- Fundraising activities will be greatly curtailed, as we want to be responsive to the impact that the pandemic has had on our parents and community members' financial situation.
- We will discuss a variety of options regarding activity passes, depending on our ability to have spectators at events.

E. The Girls finished 7th and the boys finished 5th in the NSAA Cup Final Standings.

F. 2020-21 NPS Activities Committee Meeting(s)

- Monday, October 5, 2020, Noon, Central Office
- Monday, December 14, 2020, Noon, Central Office (to be re-scheduled)
- Monday, February 22, 2020, Noon, Central Office

6. Approve Consent Agenda

Motion to approve the consent agenda at 6:10 PM passed with a motion by Bob Waite and a second by Arnie Robinson.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

6.1. Minutes of Previous Meetings

Minutes of the June 8, 2020 school board meeting are attached.

6.2. Personnel

6.2.1. Contract Approval

Letishia Lindhorst--Letishia will graduate on August 15 and begin employment with NPS on August 17. For this reason, her contract was rewritten to show the correct number of contract days she will work for the 2020-2021 school year.

6.2.2. Resignations

None at this time.

6.3. Claims

Attached are the claims for the month of July, 2020. These claims were reviewed earlier today by our Finance and Facility Committee.

7. Action Items

7.1. Discuss, consider and take action to ratify and affirm all actions taken by this Board of Education virtually during the time period of March 17, 2020 to June 30, 2020.

On March 17, 2020, Governor Ricketts issued Executive Order 20-03, which allowed public boards to meet virtually. However, some individuals have questioned whether the Governor had the authority to unilaterally waive portions of the Open Meetings Act. Therefore, we are now approving all actions taken by the Board of Education virtually during that time period.

Motion to ratify, affirm and approve all actions, votes, motions, decisions, notices and minutes and all matters addressed, approved or otherwise acted upon by this Board of Education at all meetings that occurred during the time period of March 17, 2020 to June 30, 2020, as if set forth fully and incorporated herein entirely by this reference at 6:12 PM passed with a motion by Arnie Robinson and a second by Dr. Patti Gubbels.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

7.2. Discuss, consider and take action to approve this resolution designating authority to the Superintendent to implement health and safety requirements for the remaining months of the 2020 summer and the 2020-2021 school year

A. This resolution will allow us to move forward with fall planning and move within phases of our Return to School Plan without making numerous and frequent changes to district policies and student and staff handbooks. For example, visitors are encouraged in our current board policies, however they will not be allowed in various phases of our Return to School Plan. We must be able to move within these phases seamlessly and nimbly

based upon community spread levels in our area and the recommendations of our local health department, without waiting for official board action on policies and handbooks.

- B. I will continue to bring as many actions to the board as feasible and will promptly inform the board of any actions taken according to this resolution.

Motion to approve this resolution designating authority to the Superintendent to implement health and safety requirements for the remaining months of the 2020 summer and the 2020-2021 school year at 6:15 PM passed with a motion by Bob Waite and a second by Dr. Patti Gubbels.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

7.3. Discuss, consider and take action to approve the NHS 2020 Graduation Plans

The administration would like to recommend that the Norfolk Senior High School hold graduation at Skyview Lake on July 26th at 2:00 P.M. Holding an outdoor ceremony will allow all graduating seniors to participate at the same time, and it will provide them with a memorable commencement ceremony. If inclement weather were to occur on July 26th, we would hold two separate graduation ceremonies in the Senior High gym, with students separated by the alphabet. Current Directed Health Measures will not accommodate all seniors and families in our gym at the same time. Detailed plans and safety procedures for both of these options have been cleared by the Elkhorn Logan Valley Public Health Department.

Motion to approve the NHS 2020 Graduation Plans at 6:16 PM passed with a motion by Dr. Patti Gubbels and a second by Bruce Mitchell.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

7.4. Discuss, consider and take action to grant permission to seek proposals for the replacement of the senior high chilling system

I am recommending to the Board of Education to grant permission to seek proposals for the replacement of the Senior High Chilling system. This would be the final large pieces of equipment in the overall updating of the Sr. High HVAC system. KPE Engineering estimates competitive bidding for the project, with the project starting late fall and being completed by early Spring of 2021. Funds for this project would come from the district QCPUF dollars.

Motion to grant permission to seek proposals for the replacement of the senior high chilling system at 6:18 PM passed with a motion by Bob Waite and a second by Bruce Mitchell.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

7.5. Discuss, consider and take action to increase the Lincoln Montessori Principal position from 0.6 FTE to 0.8 FTE.

- A. Due to the additional students that we will have at Lincoln Montessori next year, the additional COVID procedures and responsibilities that will be in place, and the need for additional behavioral support in the building, I am recommending that we increase the Principal position from a 0.6 FTE 208 day contract to a 0.8 FTE 219 day contract, with the intent of moving this to a 1.0 FTE 230 day contract in the future. This is consistent with our long-term strategy identified within our Strategic Growth/Staffing Plan.
- B. Mrs. Hausmann is aware that I am making this recommendation and supports this change.

Motion to increase the Lincoln Montessori Principal position from 0.6 FTE to 0.8 FTE at 6:19 PM passed with a motion by Bruce Mitchell and a second by Dr Patti Gubbels.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

7.6. Discuss, consider and take action to approve the first reading of Board Policy 6250(Grades) This new policy outlines district expectations regarding grading. It is consistent with the recommendations previously presented by the ad-hoc Target-based Grading Committee and our revised Homework Policy.

Motion to approve the first reading of Board Policy 6250 (Grades) at 6:20 PM passed with a motion by Dr Patti Gubbels and a second by Arnie Robinson.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

7.7. Discuss, consider and take action to approve the first reading of Board Policy 6111 (Classroom Environment)

This new policy is recommended to address the emerging trend of staff members using essential oils in classrooms. This can be problematic for students with allergies and/or sensitivities to the oils. This policy prohibits their use, which mirrors our current practice.

Motion to approve the first reading of Board Policy 6111 (Classroom Environment) at 6:21 PM passed with a motion by Bruce Mitchell and a second by Arnie Robinson.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

7.8. Discuss, consider and take action to approve the first reading of Board policies 1040 (Annual Report), 5506 (Safe Pupil Transportation Plan), and 6117 (Ceremonies)

Minor changes were made to these policies to ensure they align with state statute and to address wording irregularities.

Motion to approve the first reading of Board policies 1040 (Annual Report), 5506 (Safe Pupil Transportation Plan), and 6117 (Ceremonies) at 6:22 PM passed with a motion by Bob Waite and a second by Bruce Mitchell.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

7.9. Discuss, consider and take action to approve addendums to the 2020-2021 elementary, middle school, junior high and senior high student handbooks

- A. Addendums have been made to the student handbooks at all levels to include tasers as a dangerous weapon.
- B. Language has been added to the senior high student handbook to clarify the circumstances under which students may have mace on school property.

Motion to approve addendums to the 2020-2021 elementary, middle school, junior high and senior high student handbooks at 6:23 PM passed with a motion by Dr Patti Gubbels and a second by Bob Waite.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

7.10. Discuss, consider and take action to approve addendum to the 2020-2021 Classified Staff handbook

Please see attached.

Motion to approve addendum to the 2020-2021 Classified Staff handbook at 6:24 PM passed with a motion by Bruce Mitchell and a second by Dr Patti Gubbels.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

7.11 Discuss, consider and take action to approve the 2020-2021 Certified Staff Handbook

See the attached document.

Motion to approve the 2020-2021 Certified Staff Handbook at 6:25 PM passed with a motion by Arnie Robinson and a second by Bruce Mitchell.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

8. Future Meetings

- A. The 2nd meeting of the Board of Education is scheduled for 11:00 AM (this a change from the

announcement made July 13th) on Thursday, July 23, 2020 to discuss the district's COVID-19 Return to School Plan and conduct regular business. The meeting will be held at the Central Administration Office at 512 Phillip Avenue and will be open to the public, unless an executive session is needed to protect the interest of the district or the reputation of an individual.

- B. The next regular meeting of the Board of Education will be held on Monday, August 10 2020. The Business Meeting will begin at 5:30. All components of these meetings will be held at the NPS Central Administration Offices and will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.
9. Executive Session -- To discuss: 1. Components of the district's return to school plan related to staffing, such as compensation and leave, as needed to protect the interest of the district, 2. To discuss negotiations related to administrative compensation/contracts, as needed to protect the interest of the district. 3. Other topics -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual
- 9.1. Convene Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.
- Motion to convene Executive Session To discuss: 1. Components of the district's return to school plan related to staffing, such as compensation and leave, as needed to protect the interest of the district, 2. To discuss negotiations related to administrative compensation/contracts, as needed to protect the interest of the district. 3. Other topics -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual at 6:27 PM passed with a motion by Dr. Patti Gubbels and a second by Arnie Robinson.
- | | | | |
|--------------------|--------|-----------------|-----|
| Tammy Day: | Absent | Arnie Robinson: | Yea |
| Dr. Patti Gubbels: | Yea | Bob Waite: | Yea |
| Bruce Mitchell: | Yea | Sandy Wolfe: | Yea |
- 9.2. Reconvene Meeting from Executive Session
The meeting was reconvened at 8:25 PM.
- 9.3. Approval of Any Action Deemed Necessary as a Result of Executive Session
No action was deemed necessary.
10. Adjournment
The meeting adjourned at 8:25 PM.

Chairperson

Superintendent

Board of Education 2nd Monthly Meeting

Thursday, July 23, 2020 11:00 AM

Public Notice of BOE meeting was published Friday, July 18, 2020 in the Norfolk Daily News.

Norfolk Public School's Central Administration Office

P.O. Box 139

Norfolk, NE 68702-0139

Tammy Day:	Absent
Dr. Patti Gubbels:	Present
Bruce Mitchell:	Present
Arnie Robinson:	Present
Bob Waite:	Present
Sandy Wolfe:	Present

1. Call to Order

The Norfolk Public School District's board of education meeting is called to order at 11:00 AM.

1.1. Roll Call—See attendance above.

Motion to approve the absence of Tammy Day at 11:00 AM passed with a motion by Bruce Mitchell and a second by Dr. Patti Gubbels.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

1.2. Declaration of a Legal Meeting

This is a legal meeting of the board of education, as advertised by the means specified in board policy. A complete copy of the Open Meetings Act is posted in the board room for your review. A copy of the agenda is available at the desk of the recording secretary.

2. Reports and Discussion Items

2.1. COVID-19 Return to School Plan

The COVID -19 (C-19) Return to School (R2S) Planning Committee has developed a comprehensive plan that is intended to serve as a framework for the return of students to NPS' facilities in a manner that maximizes student safety and learning. This plan is aligned to the 4 tier risk dial developed by the Elkhorn Logan Valley Public Health Department (ELVPHD) and is dynamic in nature. This means that it can be adapted and updated throughout the pandemic, based upon the C-19 incidence level within our community. The plan was reviewed at length.

The meeting recessed at 11:50 AM and reconvened at 12:06PM.

3. Action Items

3.1. Discuss, consider and take action to adopt the COVID-19 Return to School Plan developed by the C-19 Return to School Planning Committee
This plan will guide our safe return to school and provide on-going guidance throughout the year, as we adapt to changing COVID conditions within our community. Our goal is to maximize student and staff safety, as well as student learning.

Motion to adopt the COVID-19 Return to School Plan developed by the C-19 Return to School Planning Committee at 1:31 PM passed with a motion by Bob Waite and a second

by Arnie Robinson.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	No	Bob Waite:	Yea
Bruce Mitchell:	No	Sandy Wolfe:	Yea

3.2. Discuss, consider and take action to approve the modified 2020-2021 school calendar

Building administrators have requested that half of our students attend school on Thursday, August 13th and the other half attend on Friday, August 14th, so that intense training can occur on our new procedures and protocols. All students would attend on Monday, August 17th.

Motion to approve the modified 2020-2021 school calendar at 1:35 PM passed with a motion by Dr. Patti Gubbels and a second by Arnie Robinson.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

4. Future Meetings

The next regular meeting of the Board of Education will be held on Monday, August 10, 2020. The Business Meeting will begin at 5:30 PM. All components of this meeting will be held at the NPS Central Administration Offices and will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.

5. Executive Session to Discuss Staff Compensation and Leave --As Needed to Protect the Interest of the District

5.1. Convene Executive Session to Discuss Staff Compensation and Leave --As Needed to Protect the Interest of the District

Motion to Convene Executive Session to Discuss Staff Compensation and Leave --As Needed to Protect the Interest of the District at 1:38 PM passed with a motion by Arnie Robinson and a second by Dr. Patti Gubbels.

Tammy Day:	Absent	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

5.2. Reconvene Meeting from Executive Session

The meeting reconvened from the Executive Session at 2:14 PM.

5.3. Approval of Any Action Deemed Necessary as a Result of Executive Session
No action was deemed necessary.

6. Adjournment

The meeting adjourned at 2:15 PM.

Chairperson

Superintendent

AUGUST 10, 2020

NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA

GENERAL FUND

1	A TO Z VAC & SEW	SEWING MACHINES	01 1100 731 2 141 002	\$858.00	
2	A TO Z VAC & SEW Total			\$858.00	
3	ACCO BRANDS USA	COOP SUPPLIES	01 1100 610 1 602 005	\$230.64	
4			01 1190 610 1 163 021	\$403.62	
5	ACCO BRANDS USA Total			\$634.26	
6	ADVANCE AUTO PARTS	REPAIRS TO #17	01 2650 610 1 001 000	\$11.08	
7			01 2650 610 2 001 000	\$11.08	
8	ADVANCE AUTO PARTS Total			\$22.16	
9	APPEARA	MOPS	01 2610 430 1 001 000	\$171.60	
10				01 2610 430 2 001 000	\$171.60
11		WORK SHIRTS	01 2610 430 1 001 000	\$244.31	
12				01 2610 430 2 001 000	\$244.32
13				01 2620 430 1 001 000	\$61.07
14				01 2620 430 2 001 000	\$61.06
15	APPEARA Total			\$953.96	
16	APPLE INC	CASES	01 1150 610 1 035 000	\$174.75	
17				01 1150 610 2 035 000	\$174.75
18				01 1200 734 1 004 000	\$1,048.50
19				01 1200 734 2 004 000	\$1,048.50
20		TECHNOLOGY RELATED HARDWARE	01 1200 734 1 004 000	\$0.00	
21				01 1200 734 2 004 000	\$0.00
22	APPLE INC Total			\$2,446.50	
23	ARKFELD LOCK & SECURITY	BRASS AUTO KEY	01 2620 610 1 001 000	\$7.98	
24				01 2620 610 2 001 000	\$7.98
25			KEY BLANK	01 2620 610 1 001 014	\$17.90
26	ARKFELD LOCK & SECURITY Total			\$33.86	
27	ASCD	MEMBERSHIP RENEWAL	01 2320 810 1 033 000	\$1,245.00	

28			01 2320 810 2 033 000	\$1,245.00
29	ASCD Total			\$2,490.00
30	B & A WELDING INC	STEEL	01 2620 430 1 001 000	\$49.03
31			01 2620 430 2 001 000	\$49.02
32	B & A WELDING INC Total			\$98.05
33	BAUER BUILT, INC	TIRES FOR MOWER	01 2630 610 1 001 000	\$105.00
34			01 2630 610 2 001 000	\$105.00
35	BAUER BUILT, INC Total			\$210.00
36	BLICK ART MATERIALS	COOP SUPPLIES	01 1100 610 2 142 002	\$52.80
37			01 1100 610 2 204 001	\$15.68
38			01 1100 610 2 224 001	\$173.33
39			01 1190 610 1 163 021	\$0.00
40			01 1291 610 1 017 021	\$0.00
41	BLICK ART MATERIALS Total			\$241.81
42	BOMGAARS SUPPLY	BAND TRAILER REPAIRS	01 2620 610 2 001 001	\$43.48
43		BOLTS	01 2620 610 1 001 000	\$0.87
44			01 2620 610 2 001 000	\$0.87
45		ELECTRIC PUMPS AND BATTERIES	01 6996 610 1 945 000	\$34.47
46			01 6996 610 2 945 000	\$34.47
47		GREASE GUN HOSE/FITTING TOOL	01 2620 610 1 001 000	\$9.99
48			01 2620 610 2 001 000	\$9.98
49		NO FLAT TIRE SEALANT	01 2650 610 1 001 000	\$19.99
50			01 2650 610 2 001 000	\$19.99
51		NOZZLE AND WEED KILLER	01 2630 610 1 001 000	\$52.99
52			01 2630 610 2 001 000	\$52.98
53		PLUMBING PARTS	01 2620 610 1 001 000	\$2.34
54			01 2620 610 2 001 000	\$2.34
55		RED MULCH	01 2630 610 1 001 000	\$4.49
56			01 2630 610 2 001 000	\$4.48
57		RUBBERFLEX SEAL	01 2620 610 1 001 000	\$7.99
58			01 2620 610 2 001 000	\$7.99
59		RUBBERFLEX SPRAY AND SEAL	01 2620 610 1 001 004	\$20.98
60		SHOP SUPPLIES	01 2620 610 1 001 000	\$41.49
61			01 2620 610 2 001 000	\$41.48

62			01 2630 610 1 001 000	\$75.47
63			01 2630 610 2 001 000	\$75.47
64			01 2650 610 1 001 000	\$19.48
65			01 2650 610 2 001 000	\$19.49
66		SOLAR SALT	01 2620 610 2 001 001	\$276.57
67		SPRAY PAINT	01 2620 610 1 001 000	\$11.58
68			01 2620 610 2 001 000	\$11.58
69		WEED KILLER	01 2630 610 1 001 000	\$180.97
70			01 2630 610 2 001 000	\$180.95
71		WHEELBARROW	01 2620 610 1 001 000	\$36.50
72			01 2620 610 2 001 000	\$36.49
73	BOMGAARS SUPPLY Total			\$1,338.21
74	BRADY WORLDWIDE INC	YELLOW TAPE	01 6996 610 1 945 000	\$4,935.14
75			01 6996 610 2 945 000	\$4,935.14
76	BRADY WORLDWIDE INC Total			\$9,870.28
77	BULK BOOKSTORE	CLASSROOM SUPPLIES	01 1100 610 2 136 002	\$2,440.20
78	BULK BOOKSTORE Total			\$2,440.20
79	CDW GOVERNMENT, INC	AFE/S CLAUSSEN	01 2310 610 1 001 000	\$250.00
80			01 2310 610 2 001 000	\$250.00
81		CHROMEBOOKS	01 1100 734 2 141 002	\$33.54
82		PROJECTOR	01 2410 610 2 141 002	\$415.00
83		PROJECTORS/CHROMEBOOKS	01 6996 650 1 945 000	\$622.50
84			01 6996 650 2 945 000	\$622.50
85	CDW GOVERNMENT, INC Total			\$2,193.54
86	CENTURY LUMBER CO	PAINT	01 2620 610 1 001 003	\$142.45
87			01 2620 610 2 001 001	\$712.25
88		PAINT SUPPLIES	01 2620 610 1 001 003	\$9.79
89			01 2620 610 2 001 002	\$74.67
90		SUPPLIES	01 2620 610 2 001 001	\$93.95
91	CENTURY LUMBER CO Total			\$1,033.11
92	CITY OF NORFOLK	BRUSH WASTE	01 2630 420 1 001 000	\$1.50
93			01 2630 420 2 001 000	\$1.50
94		WATER	01 2610 410 1 001 000	\$411.03
95			01 2610 410 1 001 003	\$306.63

96			01 2610 410 1 001 004	\$538.86
97			01 2610 410 1 001 005	\$125.66
98			01 2610 410 1 001 008	\$533.85
99			01 2610 410 1 001 009	\$255.81
100			01 2610 410 2 001 000	\$411.03
101			01 2610 410 2 001 002	\$908.04
102	CITY OF NORFOLK Total			\$3,493.91
103	COLER, MELISSA	STAFF MILEAGE	01 2510 333 1 001 000	\$64.63
104			01 2510 333 2 001 000	\$64.63
105	COLER, MELISSA Total			\$129.26
106	CORNHUSKER INTERNATIONAL	POWERSTIRRING FLUID	01 2650 610 1 001 000	\$8.52
107			01 2650 610 2 001 000	\$8.52
108	CORNHUSKER INTERNATIONAL Total			\$17.04
109	CORNHUSKER STATE	CHAIRS	01 2410 731 2 141 002	\$1,632.00
110		OFFICE FURNITURE	01 2510 731 1 001 000	\$549.50
111			01 2510 731 2 001 000	\$549.50
112	CORNHUSKER STATE Total			\$2,731.00
113	CRAVEN, SHEILA	OT CONTRACTED SERVICES	01 2163 320 1 004 000	\$485.75
114	CRAVEN, SHEILA Total			\$485.75
115	DECKER EQUIPMENT COMPANY	DRY ERASE BOARDS	01 2410 610 2 141 002	\$1,099.50
116	DECKER EQUIPMENT COMPANY Total			\$1,099.50
117	DINKEL IMPLEMENT	BLADES FOR MOWERS	01 2630 610 1 001 000	\$99.42
118			01 2630 610 2 001 000	\$99.42
119	DINKEL IMPLEMENT Total			\$198.84
120	EAKES OFFICE PLUS	CLASSIX DATER PAD	01 2510 610 1 001 000	\$4.46
121			01 2510 610 2 001 000	\$4.46
122		COPIER LEASE	01 2510 340 1 001 000	\$6,124.54
123			01 2510 340 2 001 000	\$6,124.54
124		LETTER WALL FILE	01 2670 610 1 035 000	\$5.46
125			01 2670 610 2 035 000	\$5.45
126		PEN REFILLS	01 2510 610 1 001 000	\$13.32
127			01 2510 610 2 001 000	\$13.32
128		ROOM DIVIDERS	01 1200 610 2 004 001	\$4,976.42
129		SIGNATURE STAMPER	01 2211 610 1 901 000	\$18.08

130			01 2211 610 2 901 000	\$18.09
131			01 2670 610 1 035 000	\$18.08
132			01 2670 610 2 035 000	\$18.09
133		SUPPLIES	01 2610 610 1 001 000	\$30.90
134			01 2610 610 2 001 000	\$30.90
135	EAKES OFFICE PLUS Total			\$17,406.11
136	EBSCO SUBSCRIPTION SERVICE	RENEWAL OF MAGAZINES	01 2220 640 2 106 002	\$129.17
137	EBSCO SUBSCRIPTION SERVICE Total			\$129.17
138	ECHO GROUP INC	BATTERY	01 2620 610 1 001 000	\$14.31
139			01 2620 610 2 001 000	\$14.31
140		ELEC BALLAST	01 2620 610 1 001 000	\$6.57
141			01 2620 610 2 001 000	\$6.57
142		SHOP SUPPLIES	01 2620 610 1 001 000	\$101.81
143			01 2620 610 2 001 000	\$101.81
144	ECHO GROUP INC Total			\$245.38
145	EGAN SUPPLY COMPANY	RAGS	01 6996 610 1 945 000	\$174.02
146			01 6996 610 2 945 000	\$174.01
147		SANITATION SUPPLIES	01 6996 610 1 945 000	\$2,319.04
148			01 6996 610 2 945 000	\$2,319.04
149		SUPPLIES	01 2610 610 1 001 000	\$74.24
150			01 2610 610 2 001 000	\$74.23
151	EGAN SUPPLY COMPANY Total			\$5,134.58
152	ELECTRONIC CONTRACTING CO	QUARTERLY SERVICE AGREEMENT	01 2620 430 2 715 001	\$971.75
153	ELECTRONIC CONTRACTING CO Total			\$971.75
154	ELECTRONIC SYSTEMS	REPLACED DUCT DETECTOR	01 2620 430 1 001 010	\$239.00
155	ELECTRONIC SYSTEMS Total			\$239.00
156	ESU 8	FINAL BILL 19-20	01 1200 591 1 004 000	\$135.00
157			01 1200 591 2 004 000	\$3,456.37
158			01 2141 591 2 014 000	\$17,757.14
159		SPED PRESCHOOL FINAL BILL	01 1291 591 1 004 000	\$1.07
160			01 2142 591 1 014 000	\$72.97
161	ESU 8 Total			\$21,422.55
162	ESU COORDINATING COUNCIL	ANNUAL MOVIE SITE LICENSE	01 1100 643 1 705 008	\$330.00
163		ANNUAL PUBLIC PERFORMANCE SITE	01 2410 350 1 302 004	\$330.00

164		MOVIE LICENSING	01 2223 810 2 106 002	\$356.00
165			01 2410 610 2 209 001	\$393.00
166		MOVIE LICENSING RENEWAL	01 2410 810 1 430 014	\$356.00
167		PERFORMANCE SITE LICENSE	01 1100 643 1 802 009	\$330.00
168	ESU COORDINATING COUNCIL Total			\$2,095.00
169	FASTENAL INDUSTRIAL &	NUTS/BOLTS/DRILL BITS	01 2620 610 1 001 000	\$70.45
170			01 2620 610 2 001 000	\$70.45
171	FASTENAL INDUSTRIAL & Total			\$140.90
172	FIRST CHOICE FOOD	LUNCH FOR BOE	01 2310 890 1 033 000	\$81.00
173			01 2310 890 2 033 000	\$81.00
174	FIRST CHOICE FOOD Total			\$162.00
175	FLINN SCIENTIFIC, INC	GOGGLES	01 1100 610 2 206 001	\$2,336.00
176		SCIENCE SUPPLIES	01 1100 610 2 137 002	\$27.55
177			01 1100 610 2 138 002	\$107.77
178	FLINN SCIENTIFIC, INC Total			\$2,471.32
179	FLOORING SOLUTIONS	CARPET INSTALLATION	01 2620 430 1 001 004	\$8,947.26
180			01 2620 430 2 001 002	\$4,071.35
181		CARPET TILE INSTALLATION JH	01 2620 430 2 001 002	\$167.80
182	FLOORING SOLUTIONS Total			\$13,186.41
183	FRONTLINE TECHNOLOGIES	CONTRACTED SERVICE	01 2210 340 1 901 000	\$6,412.57
184			01 2210 340 2 901 000	\$6,412.56
185	FRONTLINE TECHNOLOGIES Total			\$12,825.13
186	GLASS EDGE INC, THE	ALUMINUM SCREENS INSTALLED	01 2620 430 1 001 003	\$39.60
187		LEXAN	01 2620 610 2 001 001	\$298.00
188	GLASS EDGE INC, THE Total			\$337.60
189	GOPHER	WORKOUT MAT	01 1100 610 1 414 014	\$60.43
190	GOPHER Total			\$60.43
191	HAFER, AMANDA	AGRICULTURE PROF. MEMBERSHIP	01 6310 810 2 028 000	\$35.00
192	HAFER, AMANDA Total			\$35.00
193	HILTNER'S STRIPING	STRIPING FOR WESTSIDE	01 2620 430 1 001 009	\$711.26
194	HILTNER'S STRIPING Total			\$711.26
195	HOFMANN PLUMBING	REPAIRS TO SH CHILLER	01 2620 430 2 001 001	\$332.50
196	HOFMANN PLUMBING Total			\$332.50
197	HOIEN, MARY	DONUTS ADMIN. DAYS	01 2320 890 1 033 000	\$8.93

198			01 2320 890 2 033 000	\$8.92
199	HOIEN, MARY Total			\$17.85
200	HOME DEPOT PRO, THE	BACKPACK SPAYERS	01 6996 610 1 945 000	\$2,699.99
201			01 6996 610 2 945 000	\$2,699.98
202		BACKPACK SPRAYERS	01 6996 610 1 945 000	\$900.00
203			01 6996 610 2 945 000	\$899.99
204		BIOSQUE	01 6996 610 1 945 000	\$3,399.96
205			01 6996 610 2 945 000	\$3,399.96
206		DISINFECT SOL/GOGGLES/SPRAY	01 6996 610 1 945 000	\$71.68
207			01 6996 610 2 945 000	\$71.67
208		DISINFECT SOL/HAND SPRAYERS	01 6996 610 1 945 000	\$5,999.93
209			01 6996 610 2 945 000	\$5,999.92
210		DISINFECT. SOL. 5 GAL	01 6996 610 1 945 000	\$93.49
211			01 6996 610 2 945 000	\$93.49
212		ELECTRO HAND SPRAYER	01 6996 610 1 945 000	\$3,374.96
213			01 6996 610 2 945 000	\$3,374.95
214		HAND SANITIZER	01 6996 610 1 945 000	\$2,292.50
215			01 6996 610 2 945 000	\$2,292.50
216		SUPPLIES	01 2610 610 1 001 000	\$24,689.92
217			01 2610 610 2 001 000	\$24,689.92
218		TRIGER SPRAY BTL COMBO	01 6996 610 1 945 000	\$109.28
219			01 6996 610 2 945 000	\$109.27
220	HOME DEPOT PRO, THE Total			\$87,263.36
221	HOMETOWN LEASING	PRINTER COSTS	01 1100 340 1 104 010	\$91.13
222			01 1100 340 1 201 003	\$143.88
223			01 1100 340 1 302 004	\$15.92
224			01 1100 340 1 430 014	\$472.41
225			01 1100 340 1 602 005	\$74.01
226			01 1100 340 1 705 008	\$47.71
227			01 1100 340 1 819 009	\$15.51
228			01 1100 340 1 904 012	\$21.48
229			01 1100 340 2 141 002	\$427.63
230			01 1100 340 2 209 001	\$557.34
231			01 1125 340 2 209 001	\$5.26

232			01 1190 610 1 163 021	\$23.38
233			01 1291 610 1 017 000	\$6.61
234			01 1292 610 1 017 000	\$6.61
235			01 2510 340 1 001 000	-\$841.95
236			01 2510 340 2 001 000	-\$841.94
237			01 2620 340 0 001 000	\$15.52
238	HOMETOWN LEASING Total			\$240.51
239	INNOVATIVE OFFICE	COOP SUPPLIES	01 1100 610 0 001 000	\$2,912.52
240			01 1100 610 1 201 003	\$180.03
241			01 1100 610 1 602 005	\$36.25
242			01 1100 610 1 801 009	\$103.62
243			01 1100 610 2 106 002	\$145.38
244			01 1100 610 2 204 001	\$56.83
245			01 1100 610 2 206 001	\$120.24
246			01 1100 610 2 208 001	\$38.99
247			01 1100 610 2 210 001	\$71.73
248			01 1100 610 2 212 001	\$76.27
249			01 1100 610 2 224 001	\$103.36
250			01 1100 610 2 225 001	\$94.18
251			01 1100 610 2 226 001	\$16.44
252			01 1100 731 1 602 005	\$215.60
253			01 1125 610 2 209 001	\$20.34
254			01 1190 610 1 163 021	\$716.23
255			01 1200 610 1 004 000	\$22.66
256			01 1200 610 2 291 001	\$506.96
257			01 1291 610 1 017 021	\$510.41
258			01 2120 610 2 228 001	\$58.69
259			01 2130 610 1 035 000	\$35.10
260			01 2130 610 2 035 000	\$35.10
261			01 2410 610 2 209 001	\$242.64
262	INNOVATIVE OFFICE Total			\$6,319.57
263	INSTRUMENTALIST AWARDS	AWARDS	01 1100 610 2 202 001	\$337.00
264	INSTRUMENTALIST AWARDS Total			\$337.00
265	J.H.HESPE COMPANY INC	RELOCATE STORAGE BUILDING	01 2620 430 2 001 001	\$730.00

266	J.H.HESPE COMPANY INC Total			\$730.00
267	KELLY SUPPLY COMPANY	PLASTIC PIPE AND TEE	01 2620 610 1 001 000	\$11.61
268			01 2620 610 2 001 000	\$11.60
269		SPRINKLER SUPPLIES	01 2630 610 1 001 000	\$28.34
270			01 2630 610 2 001 000	\$28.33
271	KELLY SUPPLY COMPANY Total			\$79.88
272	KEVIN LINGENFELTER	JH ROOM REPAIRS/UPDATES	01 2620 430 2 001 002	\$36,173.09
273	KEVIN LINGENFELTER Total			\$36,173.09
274	KNIGHT, KARLA	STAFF MILEAGE	01 2151 333 2 004 000	\$0.23
275			01 2153 333 1 004 000	\$49.45
276	KNIGHT, KARLA Total			\$49.68
277	KPE	CONSULTING NEEDS FOR HVAC	01 2620 340 2 001 001	\$540.00
278	KPE Total			\$540.00
279	KURITA AMERICA, INC.	WATER TREATMENT PROGRAM	01 2620 610 1 001 000	\$659.56
280			01 2620 610 2 001 000	\$659.55
281	KURITA AMERICA, INC. Total			\$1,319.11
282	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 430 1 001 000	\$43.50
283			01 2630 430 1 001 003	\$29.00
284			01 2630 430 1 001 004	\$29.00
285			01 2630 430 1 001 005	\$29.00
286			01 2630 430 1 001 008	\$29.00
287			01 2630 430 1 001 009	\$29.00
288			01 2630 430 1 001 010	\$29.00
289			01 2630 430 1 001 012	\$29.00
290			01 2630 430 1 001 014	\$29.00
291			01 2630 430 1 001 021	\$29.00
292			01 2630 430 2 001 000	\$43.50
293			01 2630 430 2 001 001	\$58.00
294			01 2630 430 2 001 002	\$29.00
295	KUSTOM PEST CONTROL Total			\$435.00
296	LAWNCO	LAWN SERVICE	01 2630 420 1 001 000	\$3,580.91
297			01 2630 420 2 001 000	\$3,580.90
298		LINCOLN WASP REMOVAL	01 2630 430 1 001 005	\$150.00
299	LAWNCO Total			\$7,311.81

300	LAWSON PRODUCTS, INC	RESTOCK PARTS BIN	01 2620 610 1 001 000	\$106.56
301			01 2620 610 2 001 000	\$106.56
302	LAWSON PRODUCTS, INC Total			\$213.12
303	LEARNING ADVANTAGE, INC	GENERAL SUPPLIES	01 1100 610 1 028 005	\$23.16
304	LEARNING ADVANTAGE, INC Total			\$23.16
305	LIEWER, AMANDA	STAFF MILEAGE	01 2510 333 1 001 000	\$15.67
306			01 2510 333 2 001 000	\$15.67
307	LIEWER, AMANDA Total			\$31.34
308	MAKERBOT INDUSTRIES, LLC	3D PRINTER BUNDLES	01 3535 734 1 027 000	\$7,505.60
309			01 3535 734 2 027 000	\$7,505.61
310	MAKERBOT INDUSTRIES, LLC Total			\$15,011.21
311	MATHESON TRI-GAS INC.	MONTHLY MATERIALS	01 2620 610 1 001 000	\$215.09
312			01 2620 610 2 001 000	\$215.08
313	MATHESON TRI-GAS INC. Total			\$430.17
314	MATTEO SAND & GRAVEL	ARMOR COAT FOR PLAYGROUND	01 2630 610 1 001 000	\$549.88
315			01 2630 610 2 001 000	\$549.87
316	MATTEO SAND & GRAVEL Total			\$1,099.75
317	MC NAUGHTON BOOK SERVICE	BOOKS & PERIODICALS	01 2220 640 2 106 002	\$2,169.00
318	MC NAUGHTON BOOK SERVICE Total			\$2,169.00
319	MEAD LUMBER AND RENTAL	FURRING STRIP	01 2620 610 1 001 000	\$11.43
320			01 2620 610 2 001 000	\$11.43
321	MEAD LUMBER AND RENTAL Total			\$22.86
322	MEISINGER OIL CO	NOLEAD FUEL	01 2190 626 2 001 000	\$1,234.21
323			01 2650 626 1 001 000	\$2,468.42
324			01 2650 626 2 001 000	\$2,468.42
325			01 2712 626 1 001 000	\$1,089.02
326	MEISINGER OIL CO Total			\$7,260.07
327	MENARDS	DUCK RV TREAD TAPE	01 2620 610 1 001 000	\$31.47
328			01 2620 610 2 001 000	\$31.46
329		FOLGERS COFFEE	01 2620 610 1 001 000	\$38.28
330			01 2620 610 2 001 000	\$38.28
331		PAINT SUPPLIES	01 2620 610 2 001 001	\$144.47
332		PLUMBING REPAIR PARTS	01 2620 610 1 001 000	\$4.19
333			01 2620 610 1 001 005	\$35.92

334			01 2620 610 2 001 000	\$4.19
335		SHOP SUPPLIES	01 2620 610 1 001 000	\$53.83
336			01 2620 610 2 001 000	\$53.82
337		SPRINKLER PARTS	01 2630 610 1 001 000	\$12.18
338			01 2630 610 2 001 000	\$12.18
339		SPRINKLER REPAIR	01 2620 610 1 001 004	\$68.30
340		SPRINKLER REPAIRS	01 2620 610 2 001 001	\$14.27
341	MENARDS Total			\$542.84
342	MIDWEST TURF & IRRIGATION	LAWN ROTOR	01 2630 610 1 001 000	\$185.27
343			01 2630 610 2 001 000	\$185.26
344		LAWN/TURF ROTOR, TORO NOZZLE	01 2630 610 1 001 000	\$394.47
345			01 2630 610 2 001 000	\$394.47
346	MIDWEST TURF & IRRIGATION Total			\$1,159.47
347	MILLER, AMY	PT CONTRACTED SERVICES	01 2173 320 1 004 000	\$819.25
348	MILLER, AMY Total			\$819.25
349	MODEL ELECTRIC INC	CHECKED POWER TO FIREWORKS	01 2620 430 2 001 001	\$55.00
350		FIXED JH STATUE LIGHTS	01 2620 430 2 001 002	\$55.00
351		PROJECTOR INSTALLATION	01 2410 340 2 209 001	\$3,473.00
352	MODEL ELECTRIC INC Total			\$3,583.00
353	MOSYLE CORPORATION	MANAGER FEE	01 1100 340 1 005 000	\$3,297.25
354			01 1100 340 2 005 000	\$3,297.25
355	MOSYLE CORPORATION Total			\$6,594.50
356	NAPA OF NORFOLK	BATTERY/CORE DEPOSITS	01 2650 610 1 001 000	\$68.35
357			01 2650 610 2 001 000	\$68.34
358		CORE DEPOSIT CREDIT	01 2650 610 1 001 000	-\$9.00
359			01 2650 610 2 001 000	-\$9.00
360		PAINT MACHINE REPAIR PART	01 2620 610 1 001 000	\$5.75
361			01 2620 610 2 001 000	\$5.74
362	NAPA OF NORFOLK Total			\$130.18
363	NASCO	DNA KIT	01 1100 610 2 138 002	\$99.46
364	NASCO Total			\$99.46
365	NATIONAL ART & SCHOOL	COOP SUPPLIES	01 1100 610 0 001 000	\$7,119.96
366			01 1100 610 1 801 009	\$15.64
367			01 1100 610 2 141 002	\$14.19

368			01 1100 610 2 142 002	\$39.88
369			01 1100 610 2 204 001	\$79.98
370			01 1100 610 2 206 001	\$56.99
371			01 1100 610 2 208 001	\$2.65
372			01 1100 610 2 210 001	\$49.05
373			01 1100 610 2 212 001	\$6.64
374			01 1100 610 2 224 001	\$25.80
375			01 1125 610 2 209 001	\$13.72
376			01 1190 610 1 163 021	\$535.42
377			01 1200 610 2 291 001	\$61.14
378			01 1291 610 1 017 021	\$535.40
379			01 2120 610 2 228 001	\$13.72
380			01 2220 610 2 228 001	\$18.02
381	NATIONAL ART & SCHOOL Total			\$8,588.20
382	NATUS MEDICAL INC	CALIBRATE AUDIOMETERS/CABLE	01 2130 340 1 035 000	\$260.88
383			01 2130 340 2 035 000	\$260.87
384	NATUS MEDICAL INC Total			\$521.75
385	NCSA	MEMBERSHIP DUES	01 2410 810 2 141 002	\$585.00
386		MEMBERSHIP FEE	01 1100 810 1 028 000	\$167.50
387			01 1100 810 2 028 000	\$167.50
388			01 2320 810 1 033 000	\$402.50
389			01 2320 810 2 033 000	\$402.50
390		MEMBERSHIP RENEWAL	01 2670 810 1 035 000	\$402.50
391			01 2670 810 2 035 000	\$402.50
392		NAESP/NSASSP MEMBERSHIP-T	01 2410 810 1 802 009	\$570.00
393		NCSA MEMBERSHIP	01 1200 810 1 004 000	\$255.00
394			01 1200 810 2 004 000	\$255.00
395			01 2410 810 1 601 005	\$570.00
396		NCSA/NAESP MEMBERSHIP	01 2410 810 1 302 004	\$570.00
397		REGISTRATION VIRTUAL CONF.	01 2320 810 1 033 000	\$75.00
398			01 2320 810 2 033 000	\$75.00
399	NCSA Total			\$4,900.00
400	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 622 1 001 000	\$1,524.16
401			01 2610 622 1 001 003	\$2,925.89

402			01 2610 622 1 001 004	\$1,609.82
403			01 2610 622 1 001 005	\$2,895.34
404			01 2610 622 1 001 008	\$2,616.19
405			01 2610 622 1 001 009	\$2,077.37
406			01 2610 622 1 001 010	\$2,073.74
407			01 2610 622 1 001 014	\$9,655.96
408			01 2610 622 2 001 000	\$1,524.15
409			01 2610 622 2 001 001	\$47,202.00
410			01 2610 622 2 001 002	\$14,364.77
411	NEBRASKA PUBLIC POWER Total			\$88,469.39
412	NMG LLC DBA NORFOLK WORKS	DOT PHYS/BREATH TESTS	01 2570 340 1 901 000	\$337.50
413			01 2570 340 2 901 000	\$337.50
414	NMG LLC DBA NORFOLK WORKS Total			\$675.00
415	NORFOLK AREA CHAMBER OF	ANNUAL BANQUET TICKETS	01 2320 810 1 033 000	\$25.00
416			01 2320 810 2 033 000	\$25.00
417	NORFOLK AREA CHAMBER OF Total			\$50.00
418	NORFOLK AREA CONCERT	CARSON RENTAL REFUND	01 1800	\$800.00
419			01 2510 110 2 001 001	\$620.00
420			01 2610 110 2 001 001	\$150.00
421	NORFOLK AREA CONCERT Total			\$1,570.00
422	NORFOLK AWNING COMPANY	REPAIR TO BANNER	01 2620 430 1 001 000	\$10.00
423			01 2620 430 2 001 000	\$10.00
424	NORFOLK AWNING COMPANY Total			\$20.00
425	NORFOLK DAILY NEWS	ADS	01 1200 540 1 004 000	\$19.29
426			01 1200 540 2 004 000	\$19.28
427			01 2210 540 1 901 000	\$330.00
428			01 2210 540 2 901 000	\$330.00
429			01 2310 540 1 001 000	\$11.45
430			01 2310 540 2 001 000	\$11.44
431			01 2510 540 1 001 000	\$43.97
432			01 2510 540 2 001 000	\$43.97
433	NORFOLK DAILY NEWS Total			\$809.40
434	NORFOLK FAMILY YMCA	19-20 POOL USAGE	01 2510 890 2 001 000	\$6,521.25
435	NORFOLK FAMILY YMCA Total			\$6,521.25

436	NORFOLK WINSUPPLY	PLEATED FILTERS	01 2620 610 1 001 000	\$1,597.74
437			01 2620 610 2 001 000	\$1,597.74
438	NORFOLK WINSUPPLY Total			\$3,195.48
439	NPS SUBSIDIARY	ADMIN DAYS #19	01 2410 810 1 704 008	\$150.00
440		ADMIN DAYS #20	01 1200 330 1 004 000	\$75.00
441			01 1200 330 2 004 000	\$75.00
442		BACKGROUND CHECKS #8	01 2510 340 1 001 000	\$2.50
443			01 2510 340 2 001 000	\$2.50
444		BEADS AND CANVAS #19	01 3535 610 1 027 000	\$29.84
445		CABLE BOXES	01 1125 340 2 209 001	\$4.77
446			01 2410 340 2 209 001	\$11.89
447			01 2510 340 1 001 000	\$2.76
448			01 2510 340 2 001 000	\$2.76
449			01 2670 340 1 035 000	\$2.76
450			01 2670 340 2 035 000	\$2.77
451		CLASSROOM SUPPLIES #28	01 1200 610 2 290 001	\$503.20
452		CLUB SUPPLIES #21	01 6968 610 2 001 002	\$2,016.70
453		COLT LUNCH/JIMMY JOHNS #3	01 2320 890 1 033 000	\$26.48
454			01 2320 890 2 033 000	\$26.48
455		CULINARY ITEMS #22	01 6700 731 2 028 002	\$86.56
456		DEPENDENT/HEALTHCARE	01 2510 340 1 001 000	\$299.45
457			01 2510 340 2 001 000	\$299.45
458		DISPOSABLE MASKS #4	01 6996 610 1 945 000	\$349.05
459			01 6996 610 2 945 000	\$349.05
460		ELECTRICITY	01 2610 622 1 001 012	\$1,829.09
461			01 2610 622 1 001 021	\$3,752.25
462		FLOOR TAPE	01 6996 610 1 945 000	\$5,172.92
463			01 6996 610 2 945 000	\$5,172.92
464		KITCHEN SUPPLIES #24	01 2510 610 1 001 000	\$9.35
465			01 2510 610 2 001 000	\$9.34
466		MAILING SYSTEM	01 2510 531 1 001 000	\$82.93
467			01 2510 531 2 001 000	\$82.92
468		NONPROFIT BOOTH	01 6416 540 1 017 000	\$50.00
469		OFFICE SUPPLIES #8	01 2211 610 1 901 000	\$6.99

470		01 2211 610 2 901 000	\$6.99
471	PLUMBING REGISTRATION #9	01 2620 810 1 001 000	\$150.00
472		01 2620 810 2 001 000	\$150.00
473	POSTAGE #12	01 2410 531 2 141 002	\$4.10
474	PRI LINES	01 2510 382 1 001 000	\$329.15
475		01 2510 382 2 001 000	\$329.16
476	REPAIRS	01 2650 430 1 001 000	\$1,536.60
477		01 2650 430 2 001 000	\$1,536.59
478	SUPPLIES #30	01 1100 610 2 224 001	\$159.96
479	SUPPLIES #32	01 1100 610 2 111 002	\$223.70
480		01 1100 610 2 138 002	\$41.10
481		01 1100 610 2 143 002	\$271.08
482		01 1200 610 2 022 002	\$315.57
483	SUPPLIES #33	01 1100 610 1 005 010	\$28.94
484	TELEPHONE	01 2510 382 1 001 000	\$148.51
485		01 2510 382 1 001 003	\$98.66
486		01 2510 382 1 001 004	\$189.57
487		01 2510 382 1 001 005	\$121.66
488		01 2510 382 1 001 008	\$188.34
489		01 2510 382 1 001 009	\$73.92
490		01 2510 382 1 001 010	\$58.34
491		01 2510 382 1 001 012	\$108.44
492		01 2510 382 1 001 014	\$286.29
493		01 2510 382 1 001 021	\$98.31
494		01 2510 382 2 001 000	\$148.52
495		01 2510 382 2 001 001	\$407.80
496		01 2510 382 2 001 002	\$217.25
497		01 2670 382 1 035 000	\$180.18
498		01 2670 382 2 035 000	\$180.18
499		01 2710 382 1 001 000	\$173.95
500		01 2710 382 2 001 000	\$173.95
501		01 3541 382 1 035 000	\$161.78
502		01 6910 530 1 035 000	\$53.96
503		01 6968 530 1 001 014	\$30.73

504			01 6968 530 2 001 002	\$30.73
505		WATER AND SEWER	01 2610 410 1 001 012	\$78.94
506		WINDSHIELD REPAIR	01 2620 430 1 001 000	\$280.96
507			01 2620 430 2 001 000	\$280.95
508	NPS SUBSIDIARY Total			\$29,342.54
509	O'BANION PAINTING	PAINT AND REPAIRS	01 2620 430 2 001 002	\$1,629.75
510	O'BANION PAINTING Total			\$1,629.75
511	O'KEEFE ELEVATOR COMPANY,	SERVICE AGREEMENT	01 2620 430 1 001 000	\$101.13
512			01 2620 430 1 001 005	\$202.27
513			01 2620 430 1 001 014	\$202.27
514			01 2620 430 2 001 000	\$101.13
515			01 2620 430 2 001 001	\$202.27
516			01 2620 430 2 001 002	\$202.27
517	O'KEEFE ELEVATOR COMPANY, Total			\$1,011.34
518	ONE CALL CONCEPTS, INC	DIGGERS HOTLINE	01 2620 430 1 001 000	\$5.18
519			01 2620 430 2 001 000	\$5.18
520	ONE CALL CONCEPTS, INC Total			\$10.36
521	ONE OFFICE SOLUTION	AVERY TABLE TENTS	01 2211 610 1 901 000	\$12.96
522			01 2211 610 2 901 000	\$12.95
523		CHAIR MAT	01 1100 610 2 141 002	\$124.49
524	ONE OFFICE SOLUTION Total			\$150.40
525	OVERDRIVE MARKETPLACE	1 MONTH COST FOR EBOOK	01 2220 643 2 106 002	\$5.95
526	OVERDRIVE MARKETPLACE Total			\$5.95
527	PERRY,GUTHERY,HAASE &	LEGAL SERVICES	01 2330 317 1 001 000	\$2,899.50
528			01 2330 317 2 001 000	\$2,899.50
529	PERRY,GUTHERY,HAASE & Total			\$5,799.00
530	POLLARD PUMPING	JET LINE ADMIN BUILDING	01 2620 430 1 001 000	\$92.50
531			01 2620 430 2 001 000	\$92.50
532	POLLARD PUMPING Total			\$185.00
533	PRIME SANITATION SERVICE	JULY 2020 GARBAGE	01 2610 420 1 001 000	\$1,950.00
534			01 2610 420 2 001 000	\$1,950.00
535	PRIME SANITATION SERVICE Total			\$3,900.00
536	PRUFROCK PRESS	SCALES-ON LINE VERSION	01 3535 610 2 027 000	\$185.00
537	PRUFROCK PRESS Total			\$185.00

538	PYRAMID SCHOOL PRODUCTS	COOP SUPPLIES	01 1100 610 0 001 000	\$1,834.54
539			01 1100 610 1 201 003	\$19.58
540			01 1100 610 1 213 003	\$35.70
541			01 1100 610 1 218 003	\$5.95
542			01 1100 610 1 219 003	\$11.90
543			01 1100 610 1 221 003	\$5.95
544			01 1100 610 1 223 003	\$5.95
545			01 1100 610 1 801 009	\$54.15
546			01 1100 610 2 106 002	\$144.00
547			01 1100 610 2 136 002	\$360.24
548			01 1100 610 2 141 002	\$43.88
549			01 1100 610 2 142 002	\$21.96
550			01 1100 610 2 204 001	\$83.87
551			01 1100 610 2 206 001	\$46.50
552			01 1100 610 2 208 001	\$6.00
553			01 1100 610 2 210 001	\$40.73
554			01 1100 610 2 212 001	\$106.13
555			01 1100 610 2 224 001	\$21.56
556			01 1100 610 2 225 001	\$95.70
557			01 1100 610 2 226 001	\$44.67
558			01 1190 610 1 163 021	\$328.13
559			01 1200 610 1 004 000	\$29.85
560			01 1200 610 2 291 001	\$124.30
561			01 1291 610 1 017 021	\$328.08
562			01 2120 610 2 228 001	\$49.56
563			01 2220 610 2 228 001	\$106.03
564			01 2410 610 2 209 001	\$6.19
565	PYRAMID SCHOOL PRODUCTS Total			\$3,961.10
566	QUILL CORPORATION	ALPHABETIZER/SORTER	01 2211 610 1 901 000	\$5.04
567			01 2211 610 2 901 000	\$5.04
568			01 2214 610 1 901 000	\$5.04
569			01 2214 610 2 901 000	\$5.04
570	QUILL CORPORATION Total			\$20.16
571	RASMUSSEN MECHANICAL	JH COMPRESSORS	01 2620 430 2 001 002	\$14,134.57

572		REPAIR TO SH AIR COMPRESSOR	01 2620 430 2 001 001	\$1,155.19
573		REPLACED PARTS AT SH	01 2620 430 2 001 001	\$1,936.69
574	RASMUSSEN MECHANICAL Total			\$17,226.45
575	SAVVAS LEARNING COMPANY	ENVISIONS 8TH GRADE VOL. 2	01 1100 640 2 028 000	\$739.49
576	SAVVAS LEARNING COMPANY Total			\$739.49
577	SCHEER'S ACE HARDWARE	HINGE	01 2620 610 1 001 000	\$8.99
578			01 2620 610 2 001 000	\$8.98
579		SPRINKLER PARTS	01 2630 610 1 001 000	\$29.85
580			01 2630 610 2 001 000	\$29.85
581	SCHEER'S ACE HARDWARE Total			\$77.67
582	SCHOLASTIC INC.	CLASSROOM SUPPLIES	01 1100 610 1 904 012	\$865.01
583		SHOLASTIC NEWS	01 1100 610 1 201 003	\$1,335.20
584	SCHOLASTIC INC. Total			\$2,200.21
585	SCHOOL SPECIALTY	CENTER READING/WRITING	01 1100 610 1 028 008	\$959.88
586		COOP SUPPLIES	01 1100 610 0 001 000	\$212.16
587			01 1100 610 1 201 003	\$218.40
588			01 1100 610 1 609 005	\$13.56
589			01 1100 610 1 612 005	\$13.56
590			01 1100 610 2 142 002	\$13.80
591			01 1190 610 1 163 021	\$57.43
592			01 1291 610 1 017 021	\$57.43
593			SUPPLIES	01 1100 610 1 903 012
594		01 1100 610 2 224 001		\$380.48
595	SCHOOL SPECIALTY Total			\$1,985.99
596	SERVICEMASTER OF NORFOLK	CUSTODIAL/CLEANING	01 2610 420 1 001 000	\$1,665.83
597			01 2610 420 1 001 010	\$1,796.63
598			01 2610 420 1 001 012	\$1,694.00
599			01 2610 420 2 001 000	\$1,665.84
600	SERVICEMASTER OF NORFOLK Total			\$6,822.30
601	SHERWIN-WILLIAMS	ASE OILGL BLACK	01 2620 610 2 001 002	\$51.02
602		DRY ERASE BOARD PAINT	01 2410 610 2 141 002	\$107.78
603	SHERWIN-WILLIAMS Total			\$158.80
604	SOFTWARE UNLIMITED	20/21 FEES	01 2510 350 1 001 000	\$3,150.00
605			01 2510 350 2 001 000	\$3,150.00

606	SOFTWARE UNLIMITED Total			\$6,300.00
607	STAPLES	HAND SANITIZER	01 6996 610 1 945 000	\$598.00
608			01 6996 610 2 945 000	\$598.00
609		SANITIZING SUPPLIES	01 6996 610 1 945 000	\$3,303.67
610			01 6996 610 2 945 000	\$3,303.66
611	STAPLES Total			\$7,803.33
612	SYMMETRY ENERGY SOLUTIONS,	NATURAL GAS	01 2610 621 1 001 000	\$125.93
613			01 2610 621 1 001 003	\$53.99
614			01 2610 621 1 001 004	\$132.09
615			01 2610 621 1 001 005	\$501.40
616			01 2610 621 1 001 008	\$332.64
617			01 2610 621 1 001 009	\$102.15
618			01 2610 621 1 001 010	\$55.82
619			01 2610 621 1 001 012	\$289.77
620			01 2610 621 1 001 014	\$137.70
621			01 2610 621 1 001 021	\$623.22
622			01 2610 621 2 001 000	\$125.93
623			01 2610 621 2 001 001	\$608.96
624	01 2610 621 2 001 002	\$122.38		
625	SYMMETRY ENERGY SOLUTIONS, Total			\$3,211.98
626	SYNCB/AMAZON	GENERAL SUPPLIES	01 2181 610 1 018 000	\$47.91
627		STEAM SUPPLIES	01 6969 610 1 028 000	\$338.80
628	SYNCB/AMAZON Total			\$386.71
629	TIME MANAGEMENT SYSTEMS	TIME/ATTENDANCE SOFTWARE	01 2510 340 1 001 000	\$90.00
630			01 2510 340 2 001 000	\$90.00
631	TIME MANAGEMENT SYSTEMS Total			\$180.00
632	TROXELL COMMUNICATIONS	COOP SUPPLIES	01 1100 610 2 206 001	\$10.80
633			01 1190 610 1 163 021	\$9.40
634			01 1200 610 2 291 001	\$64.47
635			01 1291 610 1 017 021	\$9.40
636			01 2220 610 2 228 001	\$46.59
637	TROXELL COMMUNICATIONS Total			\$140.66
638	U S POSTAL SERVICE	POSTAGE FOR METER	01 2510 531 1 001 000	\$250.00
639			01 2510 531 2 001 000	\$250.00

640	U S POSTAL SERVICE Total			\$500.00
641	U. S. GAMES	SUPPLIES FOR PE CLASS	01 1100 610 2 143 002	\$184.11
642	U. S. GAMES Total			\$184.11
643	UNITED STATES POSTAL	BOOKS OF STAMPS	01 2510 531 1 001 000	\$2,200.00
644			01 2510 531 2 001 000	\$2,200.00
645	UNITED STATES POSTAL Total			\$4,400.00
646	VIRCO INC	DESKS	01 2410 733 1 430 014	\$3,411.30
647		SCIENCE TABLES	01 2510 733 2 001 002	\$11,483.78
648	VIRCO INC Total			\$14,895.08
649	VOLKMAN PLUMBING HEATING	SERVICE 3 ADMIN. BUILD. UNITS	01 2620 430 1 001 000	\$174.36
650			01 2620 430 2 001 000	\$174.36
651	VOLKMAN PLUMBING HEATING Total			\$348.72
652	WALNOFER, CHERI	STAFF TRANSPORTATION	01 1100 333 1 001 000	\$157.76
653	WALNOFER, CHERI Total			\$157.76
654	WARDS NATURAL SCIENCE Est.	SUPPLIES SCIENCE CLASS	01 1100 610 2 138 002	\$54.78
655	WARDS NATURAL SCIENCE Est. Total			\$54.78
656	WIEBELHAUS, JULIE	STAFF MILEAGE	01 6200 333 1 028 000	\$75.96
657	WIEBELHAUS, JULIE Total			\$75.96
658	WILLIAM V. MACGILL	GLOVES, WIPES, THERMOMETER	01 6996 610 1 945 014	\$125.24
659			01 6996 610 2 945 002	\$395.09
660		INFRARED THERMOMETER	01 6996 610 1 945 000	\$562.43
661			01 6996 610 2 945 000	\$562.42
662		SUPPLIES FOR HEALTH OFFICE	01 1100 610 2 147 002	\$503.47
663		THERMOMETERS	01 6996 610 1 945 000	\$3,749.50
664			01 6996 610 2 945 000	\$7,499.00
665	WILLIAM V. MACGILL Total			\$13,397.15
666	ZONE, THE	A BIRD JUNE 20	01 6968 340 2 001 002	\$409.04
667		JUNE 2020	01 6968 340 1 001 014	\$740.00
668		L BABER JUNE 20	01 6968 340 2 001 002	\$795.96
669		M RODRIGUEZ JUNE 20	01 6968 340 2 001 002	\$174.12
670	ZONE, THE Total			\$2,119.12
671	Grand Total			\$535,818.91

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673

674 **NUTRITION FUND**

675	ASCHOFF, JENNIFER	REFUND OF LUNCH MONEY	02 3100 890 0 001 000	\$162.90
676	ASCHOFF, JENNIFER Total			\$162.90
677	LUNCHTIME SOLUTIONS, INC.	JULY SACK FEEDING	02 3100 340 1 001 000	\$73,783.48
678			02 3100 340 2 001 000	\$73,783.48
679	LUNCHTIME SOLUTIONS, INC. Total			\$147,566.96
680	MAJOR REFRIGERATION	REPAIR OF COOLER JH	02 3100 340 2 001 002	\$150.50
681	MAJOR REFRIGERATION Total			\$150.50
682	NPS SUBSIDIARY	POSTAGE	02 3100 610 1 001 000	\$124.33
683			02 3100 610 2 001 000	\$124.32
684	NPS SUBSIDIARY Total			\$248.65
685	QUILL CORPORATION	ENVELOPES	02 3100 610 1 001 000	\$58.20
686			02 3100 610 2 001 000	\$58.20
687	QUILL CORPORATION Total			\$116.40
688	Grand Total			\$148,245.41

689

690

691 **COOPERATIVE FUND**

692	ARTEAGA, CANDACE	VIRUAL CAMP ANDERSON STAFF	04 1200 340 1 004 000	\$25.00
693			04 1200 340 2 004 000	\$25.00
694	ARTEAGA, CANDACE Total			\$50.00
695	ARTEAGA, JONATHAN	VIRUAL CAMP ANDERSON STAFF	04 1200 340 1 004 000	\$25.00
696			04 1200 340 2 004 000	\$25.00
697	ARTEAGA, JONATHAN Total			\$50.00
698	BERGOCH, KYLIE	VIRUAL CAMP ANDERSON STAFF	04 1200 340 1 004 000	\$50.00
699			04 1200 340 2 004 000	\$50.00
700	BERGOCH, KYLIE Total			\$100.00
701	BEYER, THOMAS	VIRUAL CAMP ANDERSON STAFF	04 1200 340 1 004 000	\$100.00
702			04 1200 340 2 004 000	\$100.00
703	BEYER, THOMAS Total			\$200.00
704	CLINARD, LISA	VIRUAL CAMP ANDERSON STAFF	04 1200 340 1 004 000	\$50.00
705			04 1200 340 2 004 000	\$50.00
706	CLINARD, LISA Total			\$100.00
707	ESTERDAHL, HEATHER	VIRUAL CAMP ANDERSON STAFF	04 1200 340 1 004 000	\$50.00

708			04 1200 340 2 004 000	\$50.00
709	ESTERDAHL, HEATHER Total			\$100.00
710	FOCKEN, HEATH	VIRUAL CAMP ANDERSON STAFF	04 1200 340 1 004 000	\$25.00
711			04 1200 340 2 004 000	\$25.00
712	FOCKEN, HEATH Total			\$50.00
713	HENDERSON, BRITTANY	VIRUAL CAMP ANDERSON STAFF	04 1200 340 1 004 000	\$25.00
714			04 1200 340 2 004 000	\$25.00
715	HENDERSON, BRITTANY Total			\$50.00
716	HITZ, VALERIE DEE	VIRUAL CAMP ANDERSON STAFF	04 1200 340 1 004 000	\$25.00
717			04 1200 340 2 004 000	\$25.00
718	HITZ, VALERIE DEE Total			\$50.00
719	JENSEN, JAYDEN	VIRUAL CAMP ANDERSON STAFF	04 1200 340 1 004 000	\$50.00
720			04 1200 340 2 004 000	\$50.00
721	JENSEN, JAYDEN Total			\$100.00
722	KOCH, CINDY	VIRUAL CAMP ANDERSON STAFF	04 1200 340 1 004 000	\$50.00
723			04 1200 340 2 004 000	\$50.00
724	KOCH, CINDY Total			\$100.00
725	MENEAR, JODY	VIRUAL CAMP ANDERSON STAFF	04 1200 340 1 004 000	\$50.00
726			04 1200 340 2 004 000	\$50.00
727	MENEAR, JODY Total			\$100.00
728	NPS SUBSIDIARY	TECHNOLOGY ACCESORIES #35	04 1200 610 1 004 000	\$54.60
729			04 1200 610 2 004 000	\$54.60
730	NPS SUBSIDIARY Total			\$109.20
731	TEEGERSTROM, LYDIA	VIRUAL CAMP ANDERSON STAFF	04 1200 340 1 004 000	\$50.00
732			04 1200 340 2 004 000	\$50.00
733	TEEGERSTROM, LYDIA Total			\$100.00
734	TORRES, JOSE	VIRUAL CAMP ANDERSON STAFF	04 1200 340 1 004 000	\$75.00
735			04 1200 340 2 004 000	\$75.00
736	TORRES, JOSE Total			\$150.00
737	Grand Total			\$1,409.20
738				
739				
740	QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND			
741	JEO CONSULTING GROUP, INC	PARKING LOT IMPROVEMENTS	09 2515 340 1 001 000	\$5,299.73

742			09 2515 340 2 001 000	\$5,299.72
743	JEO CONSULTING GROUP, INC Total			\$10,599.45
744	KPE	CHILLER REPLACEMENT	09 2515 340 2 001 001	\$9,664.37
745	KPE Total			\$9,664.37
746	PLATTE VALLEY PRECAST INC	PARKING LOT IMPROVEMENTS	09 2515 340 1 001 004	\$53,744.75
747			09 2515 340 1 001 008	\$950.27
748			09 2515 340 2 001 000	\$115,616.89
749	PLATTE VALLEY PRECAST INC Total			\$170,311.91
750	RASMUSSEN MECHANICAL	JEFFERSON HVAC RENOVATION	09 2515 340 1 001 004	\$142,606.13
751		JH HVAC RENOVATION	09 2515 340 2 001 002	\$75,265.02
752	RASMUSSEN MECHANICAL Total			\$217,871.15
753	Grand Total			\$408,446.88
754				
755				
756	STUDENT FEE FUND			
757	ARMITAGE, CAMILLE	DELIVERING KITS	17 2190 333 1 669 014	\$28.41
758			17 2190 333 2 669 002	\$28.40
759	ARMITAGE, CAMILLE Total			\$56.81
760	CASSELBERRY, AUSTIN	OFFICE SUPPLIES	17 2190 610 1 669 014	\$115.44
761			17 2190 610 2 669 002	\$115.43
762	CASSELBERRY, AUSTIN Total			\$230.87
763	KEN'S BAND INSTRUMENT	SUMMER REPAIRS HS	17 2190 340 2 028 001	\$1,687.00
764		SUMMER REPAIRS JH	17 2190 340 2 028 002	\$1,144.50
765		SUMMER REPAIRS MS	17 2190 340 1 028 014	\$1,812.50
766	KEN'S BAND INSTRUMENT Total			\$4,644.00
767	KRUGER, ADRIANNE	DELIVERING KITS	17 2190 333 1 669 014	\$12.85
768			17 2190 333 2 669 002	\$12.85
769	KRUGER, ADRIANNE Total			\$25.70
770	PERRIGAN, KATHERINE	DELIVERING KITS	17 2190 333 1 669 014	\$23.52
771			17 2190 333 2 669 002	\$23.52
772	PERRIGAN, KATHERINE Total			\$47.04
773	Grand Total			\$5,004.42



2020-2021

Substitute Teacher

Handbook

Published by:
Norfolk Public Schools
Office of Human Resources and School Accreditation
512 Philip - P.O. Box 139
Norfolk, Nebraska 68702-0139
Phone: 402-644-2500

Introduction

A substitute teacher is an extremely valuable and critical resource to our schools and the job can often be challenging; even under the most favorable conditions. As a substitute teacher in the Norfolk Public Schools system, you are a very important person and we greatly appreciate your commitment to our students and staff.

Whether your stay in our buildings is only for a day (or continues over an extended period of time) we expect your best and we want you to feel supported in your role. Each time you enter one of our classrooms to teach, you are responsible for our most valuable commodity: our children. Your service to our district is very important and we are confident that you will provide a positive learning experience for all students.

This handbook is intended to be a resource for you so that you can find answers to some frequently asked questions, become aware of some standardized expectations and procedures across buildings, and gain a deeper understanding of district operations. The handbook deals with items that should assist you in having a successful year working for our school district.

On behalf of the Norfolk Public Schools Board of Education and our entire staff, I would like to extend a very cordial welcome to you, our substitute teacher! Thank you again for being an important part of our team and we hope that you will enjoy working with us.

Sincerely,

Angie L. Baumann

Director of Human Resources and Accreditation

Notice of Nondiscrimination

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Students: Erik Wilson, Director of Student Services: 512 Philip Avenue, Norfolk, NE 68701, (402) 644-2500.

Employees and Others: Angie L. Baumann, Director of Human Resources and Accreditation; 512 Philip Avenue, Norfolk, NE 68701, (402) 644-2500.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR (816) 268--550 (voice), FAX (816) 268-0599, (800) 877-8339 (telecom. device for the deaf), or ocr.kansascity@ed.gov.

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Norfolk Public Schools
2020-2021
Substitute Handbook
FOREWORD

Section 1 Intent of Handbook

Welcome to Norfolk Public Schools! This handbook is intended to be used by substitute employees to provide general information about the district and to serve as a guide to the district's policies, rules, and regulations, benefits of employment, and performance expectations.

Each substitute is responsible for understanding the contents of this handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise.

In reading this handbook, please understand that where a direct conflict exists; state or federal law, the Negotiated Agreement, and NPS Board of Education policies and regulations adopted after this handbook, will be referenced for decision making.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the district.

*This handbook will be in effect for the **2020-2021** school year and subsequent school years unless replaced by a later edition.*

Section 1 Information About Norfolk Public Schools

Norfolk Public Schools serves approximately 4,300 students in pre-kindergarten through twelfth grade. All-day kindergarten is available in all seven elementary schools. **Little Panthers Preschool is located at 2500 Norfolk Ave and serves our students ages 3 and 4.** and (beginning with the 2019-2020 school year), ~~Little Panthers Preschool will begin operations at its own building located at 2500 Norfolk Ave.~~ Lincoln Elementary also offers a K-4 Montessori Program. For the upper grades, Norfolk Middle School serves grades 5-6, Norfolk Junior High serves grades 7-8, and Norfolk Senior High serves grades 9-12. In addition, Alternatives for Success (AFS) is a specialized program that provides an alternative, flexible learning environment for 9th through 12th grade students. Career Academies are also in place at the high school to provide additional career exploration opportunities. Finally, our High Ability Learner (HAL) program serves intellectually gifted students and our comprehensive special education (SPED) program provides a wide variety of services for our students with special needs.

The district covers 68.8 square miles in Madison, Pierce, Stanton, and Wayne Counties. Norfolk Public Schools exceeds accreditation requirements of the Nebraska Department of Education. Norfolk Senior High School also outperforms accreditation standards set forth by the AdvancED Commission.

Norfolk Public Schools believes that quality education begins with a quality staff and collaborative partnerships with local businesses and community agencies. Since the first graduating class in 1889, Norfolk Public Schools, in cooperation with the community, have prepared students for the world beyond the walls of the schools.

Section 2 School Vision and Mission Statement

The mission of Norfolk Public Schools is to: *prepare all students to pursue their goals for the future.*

The Vision of Norfolk Public Schools *is to be a top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.*

Section 3 Members of the Board of Education

Name	Contact Information
Tammy Day	tammyday@npsne.org
Dr. Patti Gubbels (Vice President)	pattigubbels@npsne.org
Bruce Mitchell	brucemitchell@npsne.org
Arnie Robinson	arnierobinson@npsne.org
Robert Waite	bobwaite@npsne.org
Sandy Wolfe (President)	sandywolfe@npsne.org

Section 4 Administrative Staff

Name	Position
Dr. Jami Jo Thompson	Superintendent of Schools
Dr. William Robinson	Associate Superintendent of Business Services
Angela Baumann	Director of Human Resources /School Accreditation
Beth Nelson	Director of Teaching and Learning
Mary Luhr	Director of Student Programs / Special Education
Erik Wilson	Director of Student Services and School Safety
Derek Ippensen	Principal: Norfolk Senior High School/Alternatives for

	Success
Ben Ries	Assistant Principal/Activities Director: Norfolk Senior High School
Jason Settles	Assistant Principal: Norfolk Senior High School
John Erwin	Assistant Principal: Norfolk Senior High School
David Nelson	Dean of Students: Norfolk Senior High School
Jennifer Robinson	Principal: Norfolk Junior High School
Josh Weber	Assistant Principal, Norfolk Junior High School
Beau Viergutz	Dean of Students / Assistant Activities Director: Norfolk Junior High School
Chuck Hughes	Principal: Norfolk Middle School
Renee Rucker	Assistant Principal: Norfolk Middle School
Trisha Andreasen	Principal: Bel Air Elementary School
Troy Berryman	Principal: Grant Elementary School
Haeven Pedersen	Principal: Jefferson Elementary School
Angie Hausmann	Principal: Lincoln Montessori Elementary School
Melissa Jantz	Principal: Little Panthers Preschool
Ryan Specht	Principal: Washington Elementary
Tracy Lichty	Principal: Westside Elementary
Bruce Strong	Principal: Woodland Park Elementary

Certification Requirements

Substitute teachers in the Norfolk Public Schools must have a current Nebraska Teaching, Substitute, or Local Substitute Certificate. All certificates are issued by:

Nebraska Department of Education
Office of Certification
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
Phone: (402) 471-0739
<http://www.education.ne.gov/TCERT/>

IMPORTANT CERTIFICATION INFORMATION

*Effective February 1st, 2012, all teaching certificates currently in force will expire August 31st of the year indicated. Therefore, certificate expiration dates on active certificates will be changed in the Teacher Certification system as follows: those expiring **January 1st to August 30th** will change to August 31st of the same year; and those with an expiration date of **September 1st to December 31st** will move back to August 31st of that same year. Replacement certificates will not be mailed and do not need to be registered again.*

You can view your revised teaching certificate at www.education.ne.gov/TCERT. Under searches: select Current Certificates & HR Training Lookup.

Nebraska Teaching/Substitute Certificates:

- √ **Initial/Standard/Professional** - The holder of an Initial, Standard, or Professional Nebraska Teaching Certificate is eligible to substitute an unlimited number of days in all school districts in Nebraska.
- √ **Substitute** - The holder of a Substitute Nebraska Teaching Certificate is eligible to substitute an unlimited number of days in all school districts in the state.; **however, they cannot work more than ninety (90) days in the same long-term assignment.**
- √ **Local Substitute** - The holder of a Local Substitute Teaching Certificate may substitute for the Norfolk Public Schools in all grades, subjects, fields, and areas of specialization on an intermittent basis up to 90 days per school year. *(It is the local substitute teacher's responsibility to keep track of the number of days worked.)* To obtain a Local Substitute Certificate an applicant must complete sixty (60) hours of college credit (*official transcripts required*); get pre-approval from the Norfolk Public Schools' Director of Human Resources; and meet all guidelines established by the State Department of Education. A Local Substitute Teaching Certificate is valid for three (3) years.
- √ **Wayne State College Student Teachers and Professional Development Students (PDS)** - WSC student teachers may serve as substitutes following the guidelines outlined by Wayne State College and the Nebraska Department of Education. PDS students may serve as local substitutes during their first semester in the district, and during the second (*student teaching*) semester. PDS students may serve as substitutes following the Wayne State College guidelines.

Certificate Renewal:

- √ **Initial/Standard/Professional** - Please follow the established procedures outlined on the Nebraska Department of Education website.
- √ **Substitute** - To renew this certificate, the Nebraska Office of Certification requires you substitute a minimum of fifty days in the preceding five years (*the Office of Certification now keeps a record of this*

information so they can confirm that you qualify) or an official transcript with three hours of pre-approved college credit. Please follow renewal procedures outlined on the Nebraska Department of Education website. Proof you have taken the Human Relations Training is also required for this certificate.

- ✓ Local Substitute - Please follow procedures outlined on the Nebraska Department of Education website.

Newly Retired Teachers



Teachers who retired at the end of the last school year must be careful not to jeopardize their retirement. The following is a quote from the Nebraska Retirement System: "A retiree who is asked to sub a day here and day there should not have a problem, but if that substitute works for an employee who will be absent over a long period of time, a retiree could jeopardize his/her retirement benefits. An example would be if a retiree worked as a substitute for someone on medical leave or military call-up."

It is the responsibility of newly-retired teachers to protect their retirement benefits.

The following guidelines are established to not jeopardize retirement funds:

- 1) You cannot work on a regular basis for the school district for 180 days following your last day of employment with the district.
- 2) You cannot show a "pattern" of substituting.
- 3) You can substitute in an emergency situation only with administrative approval.
- 4) You cannot be a long-term substitute until the 180-day rule is met. *(We estimate the 180-day rule will end by the start of second semester, depending on actual retirement date.)*



Application Procedure



New/Returning Substitutes - Any person who wishes to substitute for the Norfolk Public Schools should complete/update the online application available through the district website at <http://www.norfolkpublicschools.org/>. Click on "Employment," and "Substitute Teacher for (School Year)" to access the application. Please call Human Resources at (402) 644-2500 if you need more information. You must reapply each year.

It is **your responsibility** to maintain a current Nebraska teaching certificate and to be sure that your certificate is on file with the Human Resources Office. The Human Resources Office must register and photocopy the teaching certificate issued by the Nebraska Department of Education.

A substitute can be added to the district "Substitute Teacher List" **and begin working** only when the following checklist has been fully completed:

- ✓ An online "Substitute Teacher Application" and all other requested information has been submitted on the NPS district website for the current school year
- ✓ A current Nebraska Teaching Certificate has been registered/copied by the Human Resources Office
- ✓ W-4 has been completed.
- ✓ I-9 (with two approved forms of identification) has been completed.
- ✓ Direct deposit form (with account information attached) completed.
- ✓ Annuity form (optional) completed.
- ✓ Completed the NPS substitute teacher workshop or viewed the substitute teacher presentation (call Human Resources at (402) 644-2500 to schedule an appointment).
- ✓ Substitute has met with payroll office or Human Resources staff to complete paperwork.
- ✓ A photo ID has been processed.

Substitute Address/Status Change

Substitute teachers are responsible for notifying the **Human Resources Office** (402) 644-2500 of any **permanent** changes in their availability, phone number, etc., and we will update changes in our sub management system.

Substitute Daily Rate Pay

		Teaching Certificate		
Assignment	Duration	Retired NPS Teacher	Initial/Standard/Professional/ Substitute Rate	Local Substitute* Rate
Short Term	Daily	\$147/day	\$137/day	\$117/day
Long Term Full-Time	Day 21**	\$203/day - Days 1-20 are retroactive to the long term daily rate**	\$198/day - 1/188 th of base pay and days 1-20 are retroactive to the base salary**	Not available
Long Term - Half (.5) Time	Day 21**	\$101.50/day - Days 1-20 are retroactive to the long term daily rate**	\$99/day - One-half 1/188 th of base pay and days 1-20 are retroactive to one-half the base salary**	Not available

*Limited to 90 days in a school year

**Days must be consecutive in the same teaching assignment

Substitutes are paid on (or before) the 18th of the month by direct deposit based on the schedule below:

2020 - 2021 Payroll Cut-Off Dates

Monthly Pay Periods	Pay Date
July 19 – August 22, 2020**	September 18, 2020
August 23 – September 19, 2020	October 16, 2020
September 20 - October 17, 2020	November 18, 2020
October 18 - November 21, 2020**	December 18, 2020
November 22 – December 19, 2020	January 15, 2021
December 20 - January 23, 2021**	February 18, 2021
January 24 - February 20, 2021	March 18, 2021
February 21 - March 20, 2021	April 16, 2021
March 21 - April 17, 2021	May 18, 2021
April 18 - May 22, 2021**	June 18, 2021
May 23 – June 19, 2021	July 16, 2021
June 20 - July 17, 2021	August 18, 2021
July 18- August 21, 2021**	September 17, 2021

**Indicates a five-week pay period

You will receive a pay stub by mail indicating the amount deposited in your designated account(s). In accordance with the federal and state statutes and rules of the Board of Education, deductions are made from the substitute teachers' salaries for social security and income tax, but no deductions are made for retirement. Temporary substitute teachers, by state regulations, are not classified as regular teachers and thus have no pension or tenure rights.



Annuity Option: Substitute teachers are eligible to designate a portion of their salary to an annuity with a company from an approved list provided by the Business Office. Appropriate forms and signatures will be required before funds will be deposited into an annuity. (*Note: A deposit will not be made to an annuity if the substitute's pay for that month does not equal or exceed the designated amount.*)



Substitutes should keep track of the dates, locations, and times they substitute and verify this information on their pay stub when it arrives. (*Again, Local Substitutes are to monitor their 90 day limit.*) To prevent delay in receiving your pay stub, address changes must be sent to the **Human Resources Office** as soon as possible. If you have any questions regarding your pay please call (402) 644-2500 and ask for "payroll."

Long-Term Substitutes

We are required under the **Every Student Succeeds Act (ESSA)** to notify all parents if we have a substitute teacher for four weeks or more. The letter should be sent by the principal as soon as he/she realizes the substitute will be teaching four weeks or more. Substitute teachers with an Initial, Standard, Professional, or Substitute Teaching Certificate are eligible for long-term substitute positions.

- 1) Definition of Long-Term Substitute: A substitute who remains in the same teaching assignment for twenty-one or more consecutive days.
- 2) Long-Term Substitute Pay: On day twenty-one, the daily rate moves to the teacher's salary schedule - **Step I, Column B** - and substitutes are paid the balance of this amount retroactively for the first 20 days. ~~Again, the holder of a Nebraska Substitute Certificate cannot work more than 90 days in the same long-term assignment.~~
- 3) Long-Term Half-Day Substitute: The same process is followed for a long-term half-day (.5) substitute, however, the salary is adjusted accordingly.
- 4) Long-Term Substitute Sick Leave or Bereavement Leave: Any substitute teacher who is teaching a long-term assignment is entitled to one (1) paid sick or bereavement day. The substitute teacher must have taught at least ten (10) consecutive days before the sick or bereavement day can be used. If the substitute teacher uses the one sick or bereavement day any time after teaching at least ten (10) consecutive days their time will NOT be counted as being interrupted. However, if a substitute uses sick or bereavement time for more than one workday during a long-term teaching assignment the following will occur:
 - a) The second sick or bereavement day will be without pay with salary remaining the same (*no interruption*);
 - b) The third sick or bereavement day will be without pay and the substitute will revert back to the daily rate and needs to once again start accumulating consecutive days.
- 5) Sick Leave for long-term half-day substitutes will be pro-rated.

Local Substitutes: Long-term substituting is not allowed.

Substitutes and Building Assignments



Our online sub procurement system Absence Management (Aesop) is used to contact substitutes for the Norfolk Public Schools. The web address to access the system is: <https://www.aesoponline.com/>

All substitute teachers should receive account and log in information for access to this system at the time payroll paperwork is completed.

As a general rule, when substitutes are needed due to illness or family emergencies, they are contacted beginning after 6:00 a.m. The building principal should secure long-term substitute teacher assignments in consultation with the Human Resources Office.

As a safety measure, all substitute teachers are required to have a **photo ID** and it is to be worn whenever you are in a school building. Those substitutes working at Norfolk Senior High will also be given a **parking pass**, available in the Senior High office the first time you substitute at that building. The pass will be distributed by office staff upon arrival.

The regular teacher schedule and typical substitute teacher schedule:

Level	Check-In Time	Check-Out Time	Students in Session
Elementary (<i>Grades K-4</i>)	7:45 a.m.	3:45 p.m.	8:05-3:15
Middle School (<i>Grades 5-6</i>)	7:45 a.m.	3:45 p.m.	8:00-3:20
Junior High* (<i>Grades 7-8</i>)	7:45 a.m.	3:45 p.m.	8:00-3:25
Senior High (<i>Grades 9-12</i>)	7:45 a.m.	3:45 p.m.	8:00-3:25

**Please Note: The east office doors at the Junior High are the only doors unlocked during the school day.*

The typical workday is eight hours. If the school you are substituting in needs you earlier, the time can be adjusted. For example, if the Senior High asks you to be there 15 minutes early, your workday is completed 15 minutes early.

There are two categories which constitute a “half-day”:

- 1) Typically, a half-day is from 7:45 a.m. to 12:00 p.m. or 12:00 p.m. to 3:45 p.m.
- 2) A second type of half-day is four hours that may span both morning and afternoon - for example, 11:00 a.m. to 3:00 p.m.

* Please understand that the specific job assignment may not be exactly four hours. It could be slightly more or less depending on individual school circumstances.

Substitutes who are on the teacher’s “preferred sub” list will generally be contacted first. For the sake of accurate record keeping and to ensure proper credit for substitute time, please do not accept a teaching assignment from a staff member without contacting (and receiving confirmation from) the attendance secretary. An attempt is made to give all substitutes an opportunity to work as often as possible; however, teacher and principal requests for specific substitutes are honored.

School Dress

Substitutes shall dress appropriately, presenting a neat, clean, professional appearance conducive to the learning environment of the students. As a general guideline, appropriate, professional attire is to dress “Business Casual.” The general guidelines for “Business Casual” are: dress pants or khakis, a reasonable length dress or skirt, or dressy capris combined with a dress shirt, polo or sweater; dress shoes/sandals. Fridays will be designated as Spirit Days across the district and subs are encouraged to show their school spirit by wearing a Panther Polo on those days. Neat, clean jeans may be allowed by your building principal on Spirit Days if they are accompanied by a Panther Polo.

The Substitute and the Principal

Unless you are notified of an assignment later in the morning, you are expected to arrive at your assigned school on time. Go directly to the main office for any special instructions or revised assignments. Review the lesson plans with the building administrator (*or his/her designee*) if possible to clarify assignment information. Check with the attendance secretary (or building administrator) in regard to extra duty assignments (i.e. detention duty, hall duty, study hall duty, playground duty, lunch duty, etc.). Check the teacher’s mailbox as needed for additional materials or information. Take anything from the mailbox pertinent to your teaching day, but leave personal or United States mail in the mailbox. Inquire where your teaching assignment is located and go to that area immediately to familiarize yourself with the schedule and room layout. If you have not received lesson plans from the teacher or as an attachment in the Absence Management (Aesop) program, immediately contact the attendance secretary or a building administrator. If no plans are located, please inform the building principal (*or his/her designee*) immediately.



The substitute teacher should also be introduced to a staff member who may be of assistance if the principal is not available for consultation.

Responsibilities of the Regular Teacher

Even though they may never meet, the substitute and the regular teacher have a responsibility to each other to provide for a productive day of learning. The regular teacher is responsible for the attitude that his/her pupils display toward the substitute teacher. That attitude should be one of helpfulness and courtesy as would be accorded any invited guest of the school.

Hopefully, most or all information needed to carry on the regular classroom lessons will be available to you when you arrive at your teaching assignment. If adequate lesson plans or specific teacher instructions are located, please follow those plans as closely as possible. Additionally, there are other things you should have to make your assignment as productive as possible. It is expected that the teacher will provide current seating charts with student pictures, notification of special schedules (assembly, field day, etc.) identify special student needs (hard of hearing, visually impaired, etc.) and a list of student and staff helpers and their assignments. You should also be provided recess schedules, bell schedules, bus schedules, special seating for assemblies, safety information, and instructions to follow in case of a student accident or illness.



Responsibilities of the Substitute Teacher

Unless otherwise directed, the substitute teacher should perform all the work of the teacher who is absent including playground, hall and lunch duties, and other similar school-related tasks such as grading papers.

The substitute teacher will be responsible for taking attendance. The substitute teacher should follow the plans and assignments of the regular teacher unless the principal or assisting teacher gives permission to do otherwise after a consultation on the subject.



A dignified, businesslike, sensitive, warm, and respectful attitude toward students usually merits the respect a teacher deserves. If there are students who become major discipline problems and/or disrupt the teaching atmosphere to the extent you cannot carry on your duties, know the specific building procedures to use in contacting administration to have the student removed from the class. In all normal teaching situations, the substitute is expected to handle routine discipline problems and any other normal behavior exhibited by students.

These policies are general, but very important, and they pertain to all Norfolk Public School buildings. Individual schools may also have more specific and detailed policies.

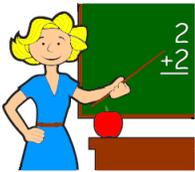
- ✓ Substitute teachers are **NOT** to use teacher computers for personal reasons; the computers are for official school business only. Accessing personal/home e-mail accounts on school computers is classified as unauthorized use and could result in revocation of your Norfolk Public Schools' substituting privileges.
- ✓ Substitutes are **NOT** to use personal cell phones (*or any other personal communication devices*) while supervising students. However, these devices may be used while on lunch break, etc.
- ✓ Classroom materials and supplies should be used with discretion, properly cared for during the day, and left in an orderly fashion at the end of the day.
- ✓ All money collected in the classroom for any reason should be removed from the classroom as soon as possible and turned in to the principal's office in accordance with specific building procedures.
- ✓ If a person not connected with the school wants information about a child or permission to take a child from the room, refer that person to the principal's office and immediately alert the office. Under no circumstances should a child be released from your care without proper approval.
- ✓ In the event of major discipline problems, contact administration immediately. At no time are you to administer corporal punishment. Do not put your hands on students or physically force them to do anything.
- ✓ Students are never to be released from the school building without written permission from the school principal's office.
- ✓ Students are not to be kept after school by a substitute without the principal's approval.
- ✓ All cases of accidents or illnesses are to be reported immediately to the school office.
- ✓ Information concerning students, such as health information, etc., which may be confidential in nature should be kept confidential by the substitute. Additionally, this information should not be left out where others can view it. Confidential student information should remain in the sub folder after you use it as intended by the teacher.
- ✓ The substitute is responsible for learning the instructions for all emergency procedures in each building where he/she is teaching and they should be trained in the district's **Standard Response Protocol or SRP**. This SRP information is located on the school website under the "Safety and Security" tab. A copy of the district SRP is also located in the appendix at the end of this document.
- ✓ At no time are substitute teachers to dispense medication to students. If a substitute has playground/recess duty, they should know which playground/recess person has medical supplies.

- ✓ When you leave the classroom at the end of the day, please see that it is in an orderly fashion, the windows are closed and locked, and that the room is locked. When you have completed your work for the day, check out with the school secretary. Document information regarding the day (discipline issues, student questions, etc.) and submit the information to the building principal or his/ her designee. You should make a brief written summary of each class session. This would include any problems encountered, areas of study not adequately covered, assignments made, etc. Basically, a general evaluation of what happened during the instructional period. The written summary should be turned in to the building administrator at the end of the day. If a substitute works only one or two days, there should be a daily summary. If a substitute serves several consecutive days this summary should be made at the end of the substitute's service. (A "Substitute Summary" is included in the back of this handbook.)



The Substitute Teacher and the Students

The students are expected to share the responsibility of making the day's work effective despite the absence of the regular teacher. A substitute teacher should expect the full cooperation of all students in the room and should help ensure such cooperation by planning to make the day worthwhile and productive.



A strong teacher takes time to start the day right. They are proactive in their preparation and alert to see that the class is in order and that all materials are ready. Be aware that the confidence of the pupils may be won or lost in the first ten minutes. By using an updated seating chart (complete with student pictures), the substitute may soon learn the students' names. To help with introductions and clarity of information, the substitute's name should be prominently displayed and pronounced for the students. If you have a question about a student's name (pronunciation, etc.), please ask the student to privately clarify the name (if possible) before publicly announcing the information.

It is wise for the substitute to avoid talking too much and waste time. Remain on task and focus on the objectives and learning targets of the lesson at all times. Brief directions given with animation will save time and prevent disorder. No teacher should use threats to obtain the desired reaction from students. A teacher's skill lies in their ability to engage the pupils' interest and willingness to cooperate without using undue pressure. Consult the substitute folder for the names of reliable students who can be a source of help and information during the day.

Educational consultant, Robert Defruyn, has identified seven ways a teacher can be more influential and have a more effective impact on their students. This information can be applied to substitute teaching as well. The behavior styles we operate from are "Child, Parent, and Adult." The "Adult" role serves (*substitute*) teachers best. As a (*substitute*) teacher apply these steps whenever possible when you are working with students. Be mindful of the "Adult" role when working with students. Seven steps to assist success with students are as follows:

- 1) Use action to establish support rather than power. Power builds walls and support tears them down. The goal must be to know students as individuals – to let them know we understand the challenges and problems they face and respect them as individuals.
- 2) Relax! You will have a hard time developing positive relationships with students if you are uptight or appear so busy that you couldn't possibly have an interest in them. You will build effective relationships with students if you are easy to talk to, are ready to listen, and appear to be in their corner. The goal is to remove the achievement blocks and smooth the way for student success – not to make it more difficult.
- 3) Always tell students precisely what you expect. In every classroom, the (*substitute*) teacher establishes the rules. If you want to build effective relationships with students, these rules must be known to students and be consistently and fairly enforced. To be fair, you must also be flexible. Things are not always "black and white" and "fair doesn't always mean equal". Know your "hot buttons" and emotional triggers.
- 4) Be polite, friendly, and genuine. You will not build effective student relationships with manipulation. Young people can spot phony behavior quickly and easily. They mimic it.



They poke fun at it. They dislike it. When you are dealing with resistance, remain positive and polite.

- 5) Don't make students always come to you. Go to the students. Meet them where they are. Follow this practice in and out of school. If students falter in class, be the positive initiator. If you see them in the hall or in the supermarket, go out of your way to acknowledge them and visit with them. The more you learn about them and what they do outside of the classroom, the more you will establish credibility and trust.
- 6) Always act as if you are pleased to see students. Whenever you encounter them, smile and greet them warmly, immediately. And never, under any circumstances, indicate that you don't have time to see them.
- 7) Look for both the joy and pain in students. When students are experiencing success, be the first to help them enjoy and celebrate. On the other side, if they are experiencing pain, be there for them. Anytime you show them you care; you are building stronger relationships.

Supervision / Management of Students

Proper supervision of students is an important responsibility for all staff. Employees responsible for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

Proper Supervision

Report to all duty assignments on time.

Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.

Be vigilant while supervising students. **Never leave students unattended**; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students, except with other staff who need to know the information to perform their jobs).

Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.

Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.

Be careful with your language. Profanity or abusive language should not be used by you.

Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

Proper Instructions

Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students

Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.

When you go over safety rules with students, document this training.

Proper Maintenance of Buildings, Grounds, and Equipment

Conduct periodic inspections of equipment under your control or in your area of supervision.

If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, intercom, e-mail, cell phone or other means as applicable) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so that additional warnings may be given if needed and actions can be initiated to fix the issue.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- a report or a suspicion of an abusive or neglectful situation involving the student
- presence of an intruder (a non-student or staff member who refuses to go to the office)

*Violations of student rules which are also violations of state law are required to be reported to law enforcement. Immediately make a report of such conduct to the principal so this law may be followed.

Student Searches

Substitutes may not search students. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present (remember to maintain "eyes on" vigilance with the student as this happens), or to follow you to the office if you can leave your assigned area without causing risk of harm to others or leave other students unsupervised. Contact building administration as soon as possible if you believe that a student has a dangerous item, etc. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Treat students fairly and consistently without consideration of race, color, religion, gender, or disability. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Follow IEP, 504, behavioral, and other plans as applicable for the students for whom you are responsible. Be attentive and respond to “bullying” behaviors immediately. Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties. Student information is not public information.

Student Discipline:

Student discipline is everyone's responsibility. It begins with each student being responsible for his/her own behavior and understanding the consequences it may cause. Each substitute is responsible for understanding and supporting classroom expectations and consistently implementing these expectations.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. Students will be made aware of classroom / building expectations. These expectations should be communicated in writing from the regular teacher.
2. Document student behavior as needed. This can be done on paper or in a digital format.
3. Be attentive and respond to “bullying” immediately.
4. If a student continues to cause problems after you have tried to utilize normal classroom management techniques such as proximity control, redirection, offering choices, etc. please send the student to the office or request additional administrative or staff support to assist with the situation. Be sure to state the problem clearly and expectations in terms of assistance. At times, the student’s and adult’s stories may be different. Be prepared to provide documentation. Refer students with significant behavioral problems (such as physical or verbal aggression, threats, property damage, etc.) to the building administration as soon as possible.
4. Talk with other staff members about the behavior management techniques they use to establish positive relationships with students. A large repertoire of behavior management techniques is encouraged.
5. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. **Corporal punishment is prohibited in the District and is not to be used.** Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
6. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the teacher/sponsor or building Principal so this law may be followed.

The following information is from a philosophy called “Teaching with Love and Logic” developed by Charles and Jim Fay.

Helping students solve their own problems:

- 1) Provide empathy and listen
- 2) Ask, “What do you think you are going to do?”
- 3) If they shrug their shoulders, ask “Would you like to hear what some other kids try?”
- 4) Give them two or three possible choices or solutions. After each, ask, “How will that work for you?”
- 5) Allow them to learn from the happy or sad consequences of their choices.



Discipline Considerations

- 1) Good teachers offer students lots of small choices that will not cause a problem for anyone. The more students feel they can make a choice, the more cooperative they become.
√ For each choice, give two options - make sure you like both options.

- √ Give choices before there is resistance - not after.
- 2) Traditional techniques like lectures, punishments, and rewards many times make the problems worse.
 - 3) The fastest way to erode your authority in the classroom is by telling a potentially resistant student what to do. Example:
 - Teacher - "Get to work."
 - Student - "You can't make me."It took the student, and a few seconds for the teacher, to lose whatever power he/she might have had and the relationship immediately deteriorates.

Dispensing Medication to Students (Policy No. 6910)

Substitutes are not permitted to give any medication to students unless they are trained under the Medication Aid Act (Neb. Rev. Stat. §71-6718 to 71-6743). To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office - with the exception of students who have a diabetes self-management or asthma self-management plan.

Medical procedures are not to be administered in the classroom except in accordance with the district's Safety and Security Management Plan and the district's emergency protocols (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel are not to administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: **student's name, name of medication, dosage needed, and time of dispensing the medication.**

Reporting Child Abuse (Policy No. 5402)

Nebraska State Law and school policy mandates school officials to promptly make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- A. Placed in a situation that endangers his or her life or physical or mental health;
- B. Cruelly confined or cruelly punished;
- C. Deprived of necessary food, clothing, shelter, or care;
- D. Left unattended in a motor vehicle if such minor child is six years of age or younger;
- E. Sexually abused; or
- F. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Substitutes are to promptly inform building administrators or office staff about child abuse allegations or suspicions. Administrative staff may sometimes choose to make the report for an employee. However, informing a principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

This requirement shall apply to all school employees, including substitutes, coaches and volunteers participating in interstate amateur athletic competition. The term “promptly” means “within a 24-hour period.”

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will assist you as needed.

Legal Aspects of Substituting

- ✓ Supervision of Students: The substitute has a duty to keep children safe and orderly. The standard is the reasonable use of professional judgment for the safety and orderly education of students.
- ✓ Due Care and Caution: A teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting reasonably and with safety in mind, being able to explain circumstances and your actions, and following school safety policies and procedures.
- ✓ Release of Children: Children should not be allowed to leave the building during the school day without express consent from the office.
-  ✓ Administering Medication: Medication should only be administered by the school nurse or other appropriate health personnel.
- ✓ Confidentiality: It is unprofessional and against the law to disclose confidential information about your students. Avoid comments about individual students that convey private information, i.e., grades, medical condition, learning or discipline problems, etc. Please remember that confidentiality about students remains in place even after a substitute leaves the classroom. Do not discuss student issues or disclose confidential student information in public.
- ✓ Anecdotal Records: Maintaining notes on particular incidents in the classroom can protect you in problematic situations. If you feel that a classroom occurrence might be questioned, note the date and time, the individuals involved, the choices for action considered, and the actions taken.
- ✓ Discipline Policies: The school district’s policy is NO CORPORAL PUNISHMENT. When sending a student to the principal due to discipline matters, the substitute teacher maintains the duties of supervision and due care of both the individual child and the remainder of the class. Send a child to bring someone from the office to intervene, or have another teacher watch your class.
- ✓ Dangerous Situations: A substitute teacher is responsible for making sure the learning environment is safe, such as the arrangement of desks so as not to block exits, and proper supervision is in place during the use of potentially dangerous classroom equipment. Planned activities in a physical education, science, shop, or home economics class may be uncomfortable for the substitute teacher. In such cases, the substitute teacher may choose to do an alternative activity which they feel they can conduct safely. Notify the principal in advance if lesson plans are changed.

School Based Vocabulary Terms:

To communicate better and more precisely, educators have developed names for school programs and processes. Listed below are some terms you might find to be helpful.

- ✓ Alternatives for Success (AFS): This is the high school alternative program located across the street west of the high school.
- ✓ ESSA – Every Student Succeeds Act: This is the nation’s main education law for all public schools. The law holds schools accountable for how students learn and achieve. ESSA aims to provide an equal opportunity for students who get special education services

- √ IEP: Individualized Education Plan: This is a written document that is developed for each public school child who is eligible for special education.
- √ SAT: Student Assistance Team: is a school-based group of people whose purpose is to provide additional Tier II support to students who are experiencing difficulties that are preventing them from benefiting from general education, because they are either performing below or above expectations.
- √ MTSS: Multi- Tiered Systems of Support: This is a comprehensive school wide framework used to provide targeted support for all learners.
- √ Wonders: A language arts program for students in grades K-5.
- √ Envisions: A math program for students in grades 3-8.
- √ Journaling: The actual writing of ideas, thoughts, etc., by students. Typically these are personal writings intended, 1) to provide additional writing opportunity, 2) to allow students to organize their thoughts and ideas, and 3) to provide reflection time.
- √ Literature Circles: A guided reading strategy in which the teacher works with a small group of students who have like reading skills.
- √ Proficiency Scales: These scales measure a student's current understanding of various content or topics in subjects like reading, math, or science. It communicates smaller, more specific skills and abilities the student must demonstrate to accomplish the learning target.
- √ Learning Targets: These are concrete goals written in student-friendly language that clearly describe what students will learn and be able to do by the end of a class, unit, project, or even a course.
- √ Manipulatives: Actual items (*beads, blocks, beans, etc.*) that assist students in seeing various mathematics proportions.
- √ MAP (Measures of Academic Progress) – A standardized, norm-referenced test of Reading, Language Usage, and Mathematics.
- √ Multicultural Program: The process of infusing information about, and respect for, other cultures that have contributed to the growth of the United States. Norfolk’s multicultural program focuses on Native Americans, Hispanic Americans, African Americans, Asian Americans, and European Americans.
- √ NSCAS: The Nebraska Student-Centered Assessment System (NSCAS), pronounced “en-skass,” is a statewide assessment system that embodies Nebraska’s holistic view of students and helps them prepare for success in postsecondary education, career, and civic life. It uses multiple measures throughout the year to provide educators and decision makers at all levels with the insights they need to support student learning.
- √ Rubric: A rating scale that provides specific descriptors that guide both teacher and student through levels of performance for a task – such as writing.
- √ Six Trait Writing: Student writing is assessed in six areas. They are: Ideas and Content, Organization, Voice, Word Choice, Sentence Fluency, and Writing Conventions.
- √ Time Out/Quiet Room: A place to send a student who is disruptive. The purpose of this room (*or space*) is to allow the student to “settle down” and, when ready, return to the classroom.
- √ Writer’s Workshop: A process of writing whereby students compose a written paper over an extended period of time. The process moves from generating ideas to rough draft to editing to final copy.
- √ IXL – A software based program that supplements grammar and mechanics instruction in Language Arts and math concepts.



Substitute Teachers and Their Professional Responsibilities

It is a mark of professional ethics for a substitute teacher to refrain from criticizing the work of the regular teacher or the work of the school.

Inclement Weather



In the event that Norfolk Public Schools close due to inclement weather, substitutes are not to report to work and will not be paid. If school closes during the morning, substitutes will be paid for a half-day; and if school closes during the afternoon, substitutes will be paid for a full day. School closing information is available on local media outlets as soon as the information is released.

Substitutes who are working more than ten consecutive days in the same position are to follow the same procedures for inclement weather as provided for regular teachers.

Drug-Free Schools and Work Place

Norfolk Public Schools is committed to providing an employment environment that is safe and provides a creative and productive work force. To this end, the district unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol. It is unlawful and, therefore, absolutely prohibited for any employee (*or substitute*) of the district to:

- ✓ Engage in the unlawful manufacture, possession, use, or distribution of illicit drugs.
- ✓ Possess, use, or distribute alcohol on school premises.
- ✓ Be under the influence of illicit drugs and/or alcohol while directly supervising students' activities off school property, or as a part of any of the schools' activities held on school property.

Inappropriate conduct outside the school environment could also be grounds for removal as a substitute teacher for the Norfolk Public Schools.

Smoke-Free/ Vaping Free Environment



- ✓ Tobacco smoke is linked with heart, lung and respiratory diseases. Nonsmokers are harmed by the secondhand smoke. The hazards range from immediate to long-term serious effects. Some employees already suffer from respiratory diseases, heart diseases, or allergies where they may be at risk when smoke is present.
- ✓ Nonsmoking is the policy in all school buildings, on all school grounds, and in all school vehicles.
- ✓ Vaping in all forms is also not permitted in school buildings, on school grounds, or in school vehicles.
- ✓ It is the intent of the Board of Education to maintain a smoke/vaping-free environment within the district. Our employees are one of our most valuable resources and we promote the health, safety, and well being of each individual.
- ✓ Employees, substitutes, and visitors are also expected to honor the non-smoking/vaping designation. Visitors will be asked to quit smoking/vaping or leave the school grounds.
- ✓ Employees/Substitutes who violate this no smoking/vaping policy will be subject to the same disciplinary actions that accompany infractions of other school rules, up to and including termination.

Weapon-Free Workplace

The district prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- A. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- B. The frame or receiver of any object described in the preceding example;
- C. Any firearm muffler or silencer;

- D. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- E. Any bludgeon, sand club, metal knuckles, or throwing star;
- F. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- G. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
- H. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action;
- I. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
- J. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase “possession of a weapon” includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

Classroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers).

Elementary Substitute Hints and Suggestions for Success

1. Know the teacher who is next door. Introduce yourself so you can call on someone to answer your questions about schedules or material for the class.
2. When students need to go to the restroom or the library, send only one student at a time. When the first one returns, a second one may go.
3. If there is no seating chart left by the teacher, quickly make one. It is much easier to maintain discipline when you can call a student by name and not just refer to them as “the student in the blue shirt.”
4. Let students know it is better to have the correct names so the wrong student doesn't get in trouble with the permanent teacher.
5. Do not let students start any name calling or rude behavior to other students. It is much easier to stop a disagreement by talking before it gets to pushing or a fight.
6. Try to get out into the hallway between classes. It is a good idea to stand in the doorway so you can keep one eye on the hallway traffic and one eye on the students coming into the classroom. If students are aware of a teacher's physical presence and active supervision, they are less likely to engage in inappropriate behavior.
7. Have a couple of extra pens or pencils with you for those who have “forgotten” and would rather go to their lockers and walk the halls than be in class.



8. If you do give a student a pen or pencil and you would like it back, be sure to ask the student for their lunch card, or something of value that they will be sure to remember they want back. Many students will just plain forget that it isn't their pen.
9. Try to have the names of one or two trustworthy students who will tell you the truth and help out in the class.
10. Never let a class go early for lunch or to the next class unless the teacher or the next door teacher says it is okay. Some schools have very strict rules about the number of students in the cafeteria at a time.
11. Make your rules and expectations very clear at the beginning of the day.
12. Do not touch the blood of a bleeding child. Use a napkin, towel, or a cloth to cover the cut. Have the student put his hand on the cut until you can get to some first aid or the nurse.
13. Do not discuss the teacher's class with other people, especially outside of school. You are a professional and shouldn't discuss individual students or problems.
14. If you need to talk to someone about a problem, talk to the principal.
15. Be neat in your appearance.
16. Follow the lesson plans the teacher has left. Incorporate your own ideas if there is extra time.
17. Correct the students' work for the day if possible.
18. Even though a few students can upset your plans, try to find out the names of the students who have been good or helpful and let the teacher know about them as well.
19. Most students will respect your leadership, but there may be some who will question your plans or authority. It is better not to argue. Instead say, "I know this may not be the way your regular teacher does it, but this is the plan for today." Avoid power struggles.
20. If you are not sure how the teacher wants an assignment done, ask another teacher to develop your own plan. Be sure to leave a note for the permanent teacher explaining what you assigned.
21. Be assertive so the students don't feel they can manipulate your decisions and authority. You can use statements such as:
 - √ I need you to start reading now.
 - √ I want everyone to pass their papers forward.
 - √ I don't need . . .
 - √ I don't want . . .



Secondary Substitute Hints and Suggestions

1. Know the teacher who is next door. Introduce yourself so you can call on someone to answer your questions about schedules or material for the class.
2. When students need to go to the restroom or the library, send only one student at a time. When the first one returns, a second one may go. Have students sign out when they leave and sign in when they return so you'll always have a record of where they are and how long they've been gone.
3. If there is no seating chart left by the teacher, quickly make one. It is much easier to maintain discipline when you call a student by name and not just refer to them as the "student in the blue shirt."
4. If a student doesn't respond when you call them by name, you may suspect the students have switched seats. Let students know it is better to have the correct names so the wrong student doesn't get in trouble with the permanent teacher.
5. Do not let students start any name calling or rude behavior to other students. It is much easier to stop a disagreement by talking before it gets to pushing or a fight.
6. Try to get in the hallway between classes. It is a good idea to stand in the doorway so you can keep one eye on the hallway traffic and one eye on the students coming into the classroom. If the students are aware of a teacher's physical presence and active supervision, they are less likely to engage in disruptive behavior.



7. Have a couple of extra pens or pencils with you for those who have “forgotten” and would rather go to their lockers and walk the halls than be in class.
8. If you do give a student a pen or pencil and you would like it back, be sure to ask the student for an ID, driver’s license, or something of value that they will be sure to remember they want back. Many students will just plain forget that it isn’t their pen.
9. Try to have the names of one or two trustworthy students who will tell you the truth and help out in the class.
10. Never let a class go early for lunch or the next class unless the teacher or the next door teacher says it is okay. Some schools have very strict rules about the number of students in the cafeteria at a time.
11. Make your rules and expectations very clear at the beginning of the class.
12. Do not discuss the teacher’s class with other people, especially out of school. You are a professional and shouldn’t discuss individual students or problems.
13. If you need to talk to someone about a problem, talk to the principal.
14. Be neat in your appearance.
15. Follow the lesson plans the teacher has left. Incorporate your own ideas if there is extra time.
16. Correct the students’ work for the day if possible.
17. Even though a few students can upset your plans, try to find out the names of the students who have been good or helpful and let the teacher know about them also.
18. Most students will respect your leadership, but there will be some who will question your plans or authority. It is better not to argue. Instead say, “I know this may not be the way your regular teacher does it, but this is the plan for today.” Avoid power struggles.
19. If you are not sure how the teacher wants an assignment done, ask another teacher to develop your own plan. Then be sure to leave a note for the permanent teacher explaining what you assigned.
20. Be assertive, yet understanding so the students don’t feel they can manipulate your decisions and authority. You can use statements such as:
 - √ I need you to start reading now.
 - √ I want everyone to pass their papers forward.
 - √ I don’t need . . .
 - √ I don’t want . . .
21. Don’t let any student possess a knife or any other weapon. Safely confiscate the item if possible. If a student has a nail file and jabs it at another student, consider that a weapon and safely confiscate the item as soon as possible.
22. If a teacher has classroom sets that are used by the students, be sure to have them all returned before the entire class can leave. It is easier to locate one book or calculator in a class of 30 than trying to find one in the whole school. Hopefully, the calculators or books are numbered and have been assigned to be given out in order so you know who has the missing book.



Additional General Classroom Strategies:

K-W-L: Know, Want, Learn:

A major challenge of substitute teaching, particularly in the upper grades, is trying to teach a subject which you know absolutely nothing about. One method of providing a meaningful learning experience in such a situation is the utilization of a KWL chart. KWL stands for “what do I know,” “what do I want to know,” and “what have I learned?” A KWL chart provides an outline for having the students teach you. As you are being taught, the students will be teaching each other, and clarifying concepts in their own minds.

A lesson using KWL would begin by the teacher listing the letters K, W, and L across the top of the board. Under the appropriate letter would be written, “What do I know?” “What do I want to know?” and “What have I learned?”

The teacher then lists facts which they know about the subject in the first column. In the second column, the teacher list things they want to know or understand. A brief look at a student textbook will help to list “want to know” topics and ideas which students will be capable of addressing. The students are then asked to help answer and explain the items listed in the “W” column. Encouraging students to refer to their textbooks and other resources to answer your questions will help ensure that correct principles are being taught and explained.

At the end of the class period or lesson, the teacher completes the final column listing what they have learned during the class from the students. Students will be checking to make sure the “learned” information is correct.

An example K-W-L Chart that could be used for learning about volcanoes:

K What do I Know ?	W What do I Want to know?	L What have I Learned ?
1. Lava comes out of volcanoes. 2. There are volcanoes in Hawaii. 3. Volcanoes erupt. 4. The lava from volcanoes is hot. 5. Volcanoes can be dangerous	1. What is lava? 2. Where does lava come from? 3. Where are most of the volcanoes in the world? 4. Why do volcanoes erupt? 5. Etc.	1. Lava is melted rock. 2. When lava is still under ground, it is called magma. 3. Etc. 

An adaptation of this teaching method is to have the students complete individual KWL charts. This works well with assignments such as reading science chapters or watching videos. Before the activity, students write down what they know and what they want to/think they will learn during the activity. At the end of the activity, they complete the third column. A class discussion of the information students list in the third column will help to clarify any confusing points and provide a review of the material covered.

**Material from Utah State University, Substitute Teacher Training Institute*

Verbs Often Used to Promote Higher Level Thinking

Level of Thinking	Typical Verbs Used	Examples of Teacher Questions
Knowledge	Define Repeat Receive Label Name Draw Record Identify List	<u>Name</u> the author of the book.
Comprehension	Classify Contrast Compare Translate	<u>Compare</u> the weather today with the weather yesterday.

	Explain Give examples	Summarize	
Application	Apply Complete Illustrate Solve Predict	Calculate Demonstrate Practice Use Show	<u>Complete</u> the sentence using a vocabulary word from the lesson.
Analysis	Analyze Discuss Explain Inspect	Classify Divide Infer	<u>Explain</u> why it is important to have classroom rules.
Synthesis	Arrange Construct Design Generalize Plan Categorize	Combine Create Develop Organize Predict Rearrange	<u>Predict</u> what would happen if a law was passed which made commercials on TV illegal.
Evaluation	Assess Estimate Judge Rate Test Justify	Critique Evaluate Rank Recommend Value	What requirements for hiring a new teacher would you <u>recommend</u> to the principal? 

Appendices:

Appendix: 1

Norfolk Public Schools Instructional Model

The image below is our district instructional model. This graphic is in every classroom in our district and it visually demonstrates the expectations our district has for classroom instruction.

The graphic is titled "NPS INSTRUCTIONAL MODEL STRATEGIES FOR SUCCESS" and features a stylized red star logo. It lists seven instructional strategies, each with a definition and associated student/teacher reflection questions.

Strategy	Definition	Student Reflection	Teacher Reflection
SPARK	Spark is a short, focused and intentional beginning activity that is intended to spark ideas, ignite thinking, make connections, motivate, or warm up.	"AM I ENGAGED IN THE LESSON'S INSTRUCTION?"	"HOW CAN I ENGAGE MY STUDENTS IN LEARNING?"
OBJECTIVE	The objective identifies what students will know and be able to do as a result of the instruction.	"WHAT AM I GOING TO LEARN FROM THIS LESSON?"	"WHAT DO I WANT THE STUDENTS TO LEARN?"
STUDENT-FOCUSED INSTRUCTION	Student-focused instruction includes research-based instructional strategies and reliable classroom management skills. Professional discretion determines purposeful and intentional strategies catered to student needs and addresses learning objectives.	"HOW AM I INVOLVED IN THE LEARNING PROCESS?"	"HOW CAN I ENSURE ALL STUDENTS ARE LEARNING?"
ASSESSMENT	Assessments are formative and summative activities which monitor and evaluate student learning of standards. Formative assessment provides for ongoing feedback, and summative assessment documents levels of proficiency at designated intervals.	"HOW AM I DOING?"	"HOW WILL I MEASURE THE STUDENTS' LEARNING?"
CLOSURE	Closure is a focused and intentional ending activity linked to the instructional objective(s). The learner is asked to show an understanding of or reflect on what was taught and/or what they learned.	"WHAT DID I LEARN TODAY?"	"DID I MEET MY OBJECTIVES?"
TECHNOLOGY INTEGRATION	Technology Integration is the purposeful use of technology for best practices in teaching and learning. The use of technology is intentionally embedded in teaching and learning to appropriately meet the learning objectives established for each lesson.		"HOW CAN I INCLUDE THE USE OF TECHNOLOGY TO ENHANCE MY STUDENTS' UNDERSTANDING OF THIS TOPIC?"
PROFESSIONAL PRACTICES	A true professional educator in the Norfolk Public Schools district reflects on his or her teaching, maintains accurate records, communicates with families, participates in a professional learning community, commits to growing and developing professionally, builds positive relationships and culture, and shows professionalism at all times.		"AM I DEVELOPING AS A PROFESSIONAL EDUCATOR?"

NORFOLK PUBLIC SCHOOLS

Appendix 2

Norfolk Public Schools: Standard Response Protocol (SRP):

Listed below is a graphic of the procedures our district employees and students use in emergency situations.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! Get inside. Lock outside doors.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock outside doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! To the announced location.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! Hazard and safety strategy.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



HOLD! In your classroom. Clear the halls.

STUDENTS

Remain in the classroom until
the "All Clear" is announced

TEACHER

Close and lock classroom door
Business as usual
Take attendance



STANDARD
RESPONSE PROTOCOL
EXTENDED



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Appendix: 3

Blood-borne Pathogens and Universal Precautions Information



Hepatitis B (HBV): In the United States, approximately 300,000 people are infected with HBV annually. Of these cases, a small percentage are fatal.

"Hepatitis" means "inflammation of the liver," and, as its name implies, Hepatitis B is a virus that infects the liver. While there are several different types of hepatitis, HBV is transmitted primarily through "blood to blood" contact. HBV initially causes inflammation of the liver, but it can lead to more serious conditions such as cirrhosis and liver cancer.

There is no "cure" or specific treatment for HBV, but many people who contract the disease will develop antibodies which help them get over the infection and protect them from getting it again. It is important to note that infection with HBV will not stop someone from getting another type of hepatitis.

The hepatitis B virus is very durable, and can survive in dried blood for up to seven days. For this reason, this virus is the primary concern for custodians. Knowledge of blood-borne pathogens is an important factor for the safety of Norfolk Public School employees and its students.

Symptoms of HBV: The symptoms of HBV are very much like a mild "flu." Initially there is a sense of fatigue, possible stomach pain, loss of appetite, and even nausea. As the disease continues to develop, jaundice (*a distinct yellowing of the skin and eyes*) and a darkened urine will occur. However, people who are infected with HBV will often show no symptoms for some time. After exposure, it can take one to nine months before symptoms become noticeable. Loss of appetite and stomach pain, for example, commonly appear within 1-3 months, but can occur as soon as two weeks or as long as 6-9 months after infection

Transmission

Infected blood can enter your system through open sores, cuts, abrasions, acne, and any sort of damages or broken skin such as sunburn or blisters. Bloodborne pathogens may also be transmitted through the mucous membranes of the eyes, nose, and mouth.

Human Immunodeficiency Virus (HIV): AIDS, or Acquired Immune Deficiency Syndrome, is caused by a virus called the Human Immunodeficiency Virus or HIV. Once a person has been infected with HIV, it may be many years before AIDS actually develops. HIV attacks the body's immune system, weakening it so that it cannot fight other deadly diseases. AIDS is a fatal disease and while treatment for it is improving, there is no known cure.

Norfolk Public Schools custodians and employees who clean restrooms or assist with toileting procedures must be aware of HBV and HIV modes of transmission.

HIV is very fragile and will not survive very long outside of the human body. It is primarily of concern to employees providing first aid or medical care in situations involving fresh blood or other potentially infectious materials. It is estimated that the chances of contracting HIV in a workplace environment are only 0.4%. However, because it is such a devastating disease, all precautions must be taken to avoid exposure.

HIV infection essentially occurs in three broad stages. The first stage happens when a person is actually infected with HIV. After the initial infection, a person may show few or no signs of illness for many years. Eventually, in the second stage, an individual may begin to suffer swollen lymph glands or other lesser diseases which begin to take advantage of the body's weakened immune system. The second stage is believed to eventually lead to AIDS, the third and final stage. In this stage, the body becomes completely unable to fight off life threatening diseases and infections.

Symptoms of HIV infection can vary, but often include weakness, fever, sore throat, nausea, headaches, diarrhea, a white coating on the tongue, weight loss, and swollen lymph glands.

Modes of Transmission

HBV and HIV can be transmitted through:

- ✓ Sexual contact
- ✓ Sharing of hypodermic needles
- ✓ From mothers to their babies at or before birth
- ✓ Accidental puncture from contaminated needles, broken glass, or other sharps
- ✓ Contact between broken or damaged skin and infected body fluids
- ✓ Contact between mucous membranes and infected body fluids
- ✓ Saliva (in dental procedures)
- ✓ Any body fluid that is visibly contaminated with blood

Appendix 3: cont. Universal Precautions

Universal precautions are simple infection control measures that reduce the risk of transmission of blood-borne pathogens through exposure to blood or body fluids. Under the “universal precaution” principle, blood and body fluids from all persons should be considered as infected with HIV, regardless of the known or supposed status of a person. Infected blood can enter your system through open sores, cuts, abrasions, acne, and any sort of damages or broken skin such as sunburn or blisters. Blood-borne pathogens may also be transmitted through the mucous membranes of the eyes, nose and mouth. Some infections that can be transmitted through contact with blood and body fluids include:

- √ HIV
- √ Hepatitis A, B, C
- √ Strep Infections
- √ Pneumonia
- √ Syphilis
- √ TB
- √ Malaria
- √ Measles
- √ Chicken Pox
- √ Gastroenteritis-Salmonella and Shigella
- √ Herpes
- √ Urinary tract infections
- √ Blood infections

What do “Universal Precautions” look like to me in school?

For the most part, the use of universal precautions will consist of the use of gloves when handling blood or body secretions. Make sure that you have gloves available to you, and they should be worn when there is potential for mucous membrane, hand, or skin contact with blood, body fluids containing visible blood, other body fluids, other potentially infectious material, or items and surfaces contaminated with these materials. Gloves should be worn any time a provider (that’s you):

- √ Has an open lesion on the hands;
- √ Handles contaminated disposable items such as tissues, diapers, clothing;
- √ Has any hand contact with blood or body fluids;
- √ Especially when providing clean up of body fluid spills such as vomit, blood, feces, urine, when rendering first aid and diapering assistance.



Remember to remove your soiled gloves and wash your hands before touching any cabinets, doorknobs, or items other people may come in contact with.

Avoid accidental injuries by sharp items. Puncture resistant containers marked with the biohazard symbol should be used for the disposal of used needles, syringes, and other sharp items. Red trash bags must be used and disposed of properly for any items containing blood or other body fluids.

Begin by attending to the injured person:

- √ Whenever blood and body fluids are present, a barrier (latex rubber gloves, thick layer of paper towels, or cloth) should be used to minimize exposure of the attending person while the injury is cleansed and/or dressed.



- √ Wear face protection (face shield) during procedures that are likely to generate droplets of blood or body fluid to prevent exposure to mucous membranes of the mouth, nose and eyes.
 - √ Wear protective body clothing when there is a potential for splashing of blood or body fluids.
 - √ Soiled clothes of the injured person must be bagged to be sent home.
 - √ Place waste in a plastic bag for disposal.
 - √ Remove gloves, dispose and secure in a plastic bag.
 - √ Change clothing if another person’s blood or body fluid gets onto your clothes.
- √ Immediately apply soap.
 - ≈ Thoroughly wash hands with soap by rubbing hands together (avoid scrubbing hands).
 - ≈ Pay particular attention to fingertips, nails, and jewelry.
 - ≈ Rinse with fingers pointing downward
 - ≈ If running water and soap are not immediately available, a waterless antiseptic cleaner or moist towelette may be used until hands can be thoroughly washed (use of antiseptic cleaner or towelette is NOT a substitute for hand washing). WASH HANDS AS SOON AS POSSIBLE.

Clean and disinfect environmental surfaces:

- ✓ Whenever cleaning and disinfecting environmental surfaces in which blood and body fluids are present, a barrier (rubber utility gloves durable enough to withstand environmental cleaning and disinfecting, thick layer of paper towels, or cloth) should be placed between the blood and the attending person. Use disposable paper towels or other disposable materials to remove blood and body fluids.
- ✓ Disinfect the affected area(s) and cleaning tools with a commercial tuberculocidal disinfectant (mixed according to manufacturer's specifications) or bleach solution (approximately 1/4 cup common household bleach per gallon of tap water, mixed fresh daily). The affected surface being disinfected should remain wet for several minutes.
- ✓ Secure all waste in a plastic bag for disposal.



Wash your hands:

- ✓ Before drinking or eating
- ✓ Before handling clean utensils, equipment or food
- ✓ After going to the bathroom
- ✓ After contact with any body secretions
- ✓ After handling any soiled diapers, garments or equipment
- ✓ After caring for kids - especially those with any body secretion discharges

What else can I do to protect myself from contracting infectious disease at school?

- ✓ *Avoid rubbing or touching your eyes;*
- ✓ *Refrain from kissing or being kissed; and*
- ✓ *Use your own personal care items such as drinking glasses and utensils (unless shared items are properly cleaned).*
- ✓ *If you are working in an area where there is reasonable likelihood of exposure, you should never eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses.*

Appendix 4
Substitute Summary/ Feedback Sheet

Office of Director of Human Resources and Accreditation
Norfolk Public Schools

Substitute Summary Sheet

Please complete this summary for the period of time you substituted. Turn this form in to the building office before you leave this assignment.

Substitute Name: _____ Date: ____/____/____

For whom were you substituting today? _____

Yes	No	NA	Please check the correct response to these questions in the boxes to the left.
			Was the teacher's manual available?
			Did the teacher leave a copy of the class roster?
			Did the teacher leave enough information to cover the entire class period?
			Did the teacher leave information regarding classroom procedures?
			Was the office staff helpful during the day?
			Was the administration helpful during the day?
			Did you have any trouble finding your way around the building?

Where were the lesson plans located? _____

Please give your thoughts on the clarity and organization of the lesson plans left for you:

Please list any problems you had with student behavior: _____

Please rate your experience today substituting for the Norfolk Public Schools:

___-Excellent ___-Pleasant ___-Satisfactory ___-Poor

Thanks for your help!

Appendix: 6 2020-2021 School Calendar for Staff

This "Parent Calendar" is also available on the district website at www.norfolkpublicschools.org/



Norfolk Public Schools 2020-2021 Staff Calendar

August 2020						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
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30	31					

January 2021						
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September 2020						
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February 2021						
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October 2020						
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March 2021						
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November 2020						
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April 2021						
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23	24	25	26	27	28	29
30	31					

December 2020						
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30	31					

May 2021						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Key:

- No school for students or teachers
- Teacher Work Day/Students-No School
- Teacher Work Day/Students-No School (a.m. only)
- End Quarter
- 2:00 p.m. dismissal for students K-12
- 11:30 a.m. dismissal for students K-12
- Make-up Snow Days (if needed)

- August**
- 4-7 Orientation - New teaching staff
 - 10-12 Orientation - All teaching staff
 - 13 1-9 and New Students - First day of classes
 - 15 First-half All-day Kindergarten - Classes all day
 - 14 1-12 Students - Classes all day
 - 14 Second-half All-Day Kindergarten - Classes all day
- September**
- 17 All-Day Kindergarten - All Students
 - 7 Labor Day - No School
- October**
- 13 K-12 End First Quarter
 - 19-22 K-12 Parent-Teacher Conferences
 - 19 - K-8 P-T Conferences, 4:00-7:00
 - 20 - K-4, 9-12 P-T Conferences, 4:00-7:00
 - 21 - 5-12 P-T Conferences, 4:00-7:00
 - 22 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00)
 - 23 K-12 Students - No School
 - 26 K-12 Staff - Prof. Development - No School for Students
- November**
- 25-27 Thanksgiving Break - No School
- December**
- 22 K-12 End Second Quarter/First Semester
 - 23-31 Winter Break - No School

- January**
- 1-4 Winter Break - No School
 - 4 K-12 Staff - Prof. Development - No School for Students
 - 5 K-12 School Resumes
 - 18 K-12 Staff - Prof. Development ESU Speaker - No School for Students
- February**
- 8-11 K-12 Parent-Teacher Conferences
 - 8 - K-8 P-T Conferences, 4:00-7:00
 - 9 - K-4, 9-12 P-T Conferences, 4:00-7:00
 - 10 - 5-12 P-T Conferences, 4:00-7:00
 - 11 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00)
 - 12 K-12 Students - No School (K-12 Teachers - Comp. Day - No Duty)
- March**
- 11 K-12 End Third Quarter
 - 12 K-12 No school - Spring Break
 - 15 Make - Up Snow Day (if needed due to 4 snow days)
 - 16 Make - Up Snow Day (if needed due to 5 snow days)
 - 17 K-12 School Resumes
- April**
- 2-5 No School - Spring Break
 - 6 K-12 School Resumes
 - 22 Grades 9-12 - 11:30 a.m. dismissal PM-SH Track Meet
 - 23 No School - District Music/JH Speech Staff Development Day
- May**
- 8 Grades 7-8 Students - 11:30 a.m. dismissal PM - 7-8 JH Track Meet
 - 16 Graduation
 - 19 K-12 Staff Appreciation Day
 - 20 K-12 - 11:30 a.m. dismissal (End of 4th Quarter)
 - 21 Last Teacher Work Day

Quar.	Days	Days	Days	Days	Days
1	43.0	43.0	43.0	43.0	August 13 - October 13
2	88.5	88.5	88.5	88.5	October 14 - December 22
3	45.5	45.5	45.5	45.5	January 5 - March 11
4	88.0	88.0	88.0	88.0	March 12 - May 20

Note: In the event of four snow days, we will return on the 15th.

- 178.5 Student Days, Grades K-4
- 178.5 Student Days, Grades 5-8
- 178.0 Student Days, Grades 7-8
- 178.0 Student Days, Grades 9-12
- 188/192 Veteran/New Teacher Contract Days

Updated: 11/19/2019

Published by:
Office of Director of Teaching and Learning
and Director of Human Resources
Norfolk Public Schools
512 Philip - PO Box 139
Norfolk, Nebraska 68702-0139
402-644-2500

Note: All dates and times subject to change.

Appendix: 7

Administrative Directory 2020-2021

Central Office Administrators

(402) 644-2500

- *Dr. Jami Jo Thompson, Superintendent*
- *Dr. Bill Robinson: Associate Superintendent of Business Services*
- *Angie L. Baumann, Director of Human Resources and Accreditation*
- *Beth Nelson: Director of Teaching and Learning*
- *Mary Luhr: Director of Student Programs*
- *Erik Wilson: Director of Student Services and Safety*

Building Administrators

Administrator	Title	Building	Address	Work Phone
Derek Ippensen	Principal	Senior High	801 Riverside Blvd.	644-2529
John Erwin	Assistant Principal	Senior High	801 Riverside Blvd.	644-2529
Jason Settles	Assistant Principal	Senior High	801 Riverside Blvd.	644-2529
David Nelson	Dean of Students	Senior High	801 Riverside Blvd.	644-2529
Ben Ries	Activities Director	Senior High	801 Riverside Blvd.	644-2529
Jennifer Robinson	Principal	Junior High	510 Pasewalk Ave.	644-2516
Josh Weber	Assistant Principal	Junior High	510 Pasewalk Ave.	644-2516
Beau Viergutz	Dean of Students/AD	Junior High	510 Pasewalk Ave.	644-2516
Chuck Hughes	Principal	Middle School	1221 N. First Street	644-2569
Renee Rucker	Assistant Principal	Middle School	1221 N. First Street	644-2569
Trisha Andreasen	Principal	Bel Air	1101 N. Eighteenth	644-2539
Troy Berryman	Principal	Grant	1106 Philip Ave.	644-2544
Haeven Pedersen	Principal	Jefferson	406 Cottonwood	644-2546
Angela Hausmann	Principal	Lincoln/ Montessori	310 S. Third St.	644-2550
Melissa Jantz	Principal	Little Panthers Pre-School	2500 Norfolk Ave.	644-2501
Ryan Specht	Principal	Washington	1205 S. Second St.	644-2557
Tracy Lichty	Principal	Westside	1703 Philip Ave.	644-2561
Bruce Strong	Principal	Woodland Park	611 Meadow Lane	644-2565

Other Phone Numbers:

Human Resources Office: 644-2500 Ext: 1112

Payroll Office: 644-2500 Ext: 1106

Appendix: 8 Substitute Teacher Job Description



Norfolk Public Schools Job Description

It is the policy of Norfolk Public Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Director of Human Resources.

JOB TITLE: SUBSTITUTE TEACHER

***NOTE:** *This is a generalized job description.* Specific science teaching assignments may vary somewhat in essential functions and requirements. Applicants should be made aware of specific requirements prior to employment.

Norfolk Public Schools will conduct a back-ground check on all substitute candidates.

LOCAL SUBSTITUTE TEACHER REQUIREMENTS:

Completion of 60 credit hours of college credit with at least one course in professional education.
Evidence of Human Relations training
Valid/registered Nebraska Local Substitute Permit
Completion of the application procedure and orientation
Such alternatives to the above qualifications as the Board of Education may find appropriate

STATE SUBSTITUTE TEACHER REQUIREMENTS:

Bachelors Degree from an accredited university or college
Valid/registered Nebraska Teaching/Substitute Certificate
Successful teaching and/or practice teaching experience
Completion of the application procedure and orientation
Such alternatives to the above qualifications as the Board of Education may find appropriate

REPORTS TO: Building Administrator

RECEIVES GUIDANCE FROM: Building Administrator

JOB GOAL: A certified instructor who teaches students in a school in the absence of the regular teacher, carrying out the lessons plans of the teacher for whom he/she is substituting, and meeting the duties of teaching as outlined in current laws and policies

TERMS OF EMPLOYMENT: Substitutes are not considered employees of the Norfolk Public Schools, so their service to our district is on an as-needed basis.

EVALUATION: Performance will be evaluated on an as-needed basis by building administration with input from staff.

NOTE: *Long-term substitute teachers are held to the same standards as a classroom teacher.*

ESSENTIAL FUNCTIONS:

- Respect personal privacy and maintain confidentiality regarding students and staff
- Meet with the principal/staff regarding any questions and concerns about lesson plans or rules and regulations of the school
- Comply with all building procedures and schedules
- Adhere to school and administrative procedures
- Keep accurate attendance record
- Follow the regular lesson plan of the absent teacher
- Display a confident and positive attitude to encourage student engagement
- Establish and maintain order in the classroom; maintain a classroom environment conducive to effective learning
- Communicate with students in a clear and understandable manner
- Maintain high standards of education
- Provide guidance and advice to students; show interest in a student's progress
- Encourage critical thinking, analytical and creative skills
- Update records and promptly submit reports as appropriate
- Take all necessary and reasonable precautions to protect students, materials, equipment, and facilities
- Never leave students unsupervised
- Monitor behavior of students and report to the principal any flagrant issues or problems
- Report evidence of suspected child abuse to building administrator
- Supervise non-classroom activities when assigned
- Cooperate with all school personnel
- Prepare and submit a daily summary of work on designated building forms
- Update the regular teacher of situations or problems encountered
- Perform other responsibilities as assigned

2020-2021 STUDENT HANDBOOK: COVID SUPPLEMENT

The following rules and expectations will be effective during the 2020-2021 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of the current COVID-19 pandemic and the District's continued collaboration with health officials, these rules and expectations are subject to change at any time. The District will send parents and students written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent or student ever has any questions about the interpretation or implementation of these rules and expectations, the parent or student should promptly contact their building administrator.

1. Masks. Unless otherwise directed by the Superintendent, every student must wear an appropriate mask on school grounds and while in school vehicles **when the district is in the Orange Level of our Return to School Plan**. An appropriate mask is a ~~double~~ cloth mask that does not interfere with or disrupt the operation of the school or the learning environment. Masks must be worn in a manner that covers the student's nose and mouth. A student may remove their mask only when a staff member gives the student permission, such as during mask "breaks" or during lunchtime. If a staff member provides specific mask directives to a student, the student shall comply with those directives. Students who do not comply with the mask requirement or directives may face discipline, up to and including exclusion or expulsion from school.

Students are highly encouraged to follow health and safety best practices outside of the school setting, including frequent hand washing and social distancing.

2. COVID-19 Symptoms. A student who experiences, or has experienced within 24 hours, any of the ~~following~~ symptoms **listed on the current guidance from the Elkhorn Logan Valley Public Health Department (ELVPHD)** must notify their ~~administrator~~ **school** prior to coming to school or prior to entering a school vehicle:

1. ~~Fever or chills~~
2. ~~Cough~~
3. ~~Shortness of breath or difficulty breathing~~
4. ~~Muscle or body aches~~
5. ~~New loss of taste or smell~~
6. ~~Sore throat~~
7. ~~Nausea or vomiting~~
8. ~~Diarrhea~~

Parents need to contact the ELVPHD ~~The administrator will then evaluate the student's symptoms~~ to determine if the student may report to school or will be given academic work to complete at home **and forward this determination to the school**. Students who miss school due to potential COVID-19 exposure or symptoms will generally not be counted as an unexcused absence **if documented by the ELVPHD or a medical doctor**. However, if the administration determines that the student has violated other rules or has not been honest about his or her symptoms, the student's absence may be deemed unexcused and the student may face other consequences. A student's

arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of potential symptoms could result in student discipline, up to and including exclusion or expulsion from school.

A student who fails to report COVID-19 symptoms because the student wants to participate or compete in activities may face additional activity consequences.

3. Potential Exposure. Parents and students who have reason to suspect that the student may have been exposed to COVID-19 must promptly inform a building administrator. Potential exposure includes, but is not limited to, coming into close contact with a person who tested positive or is awaiting test results, a family member in the household who has tested positive or is awaiting test results, traveling to a “hot spot,” or receiving notification from a health official or medical professional of a potential exposure. Students who plan to travel outside of the ~~community~~ **state** are encouraged to consult with a building administrator in advance to determine the potential consequences (such as mandatory quarantine) of such travel. Any student who has potentially been exposed to COVID-19 will not be allowed on school grounds or in a school vehicle until the District, in its sole and absolute discretion, determines that the student may safely return to school. A student’s arrival on school grounds or in a school vehicle after the student or parent fails to promptly notify a building administrator of a potential exposure could result in student discipline, up to and including exclusion or expulsion from school.

4. Academic Work at Home. A student who has potentially been exposed to COVID-19 and is not allowed on school grounds will not face an academic penalty unless the administration determines that the student has otherwise violated school rules. Any COVID-19 related student absence will not be counted as an unexcused absence. During a student’s COVID-19 related absence, the student is expected (to the extent that he or she is able) to work with his or her teachers to obtain and complete coursework and assignments. ~~A teacher retains the discretion to grade student work during a student’s COVID-19 related absence.~~

5. Activities. A student will not be permitted to participate in activities if the student has possible COVID-19 symptoms, has potentially been exposed to COVID-19 or would otherwise jeopardize the health and safety of other students or staff. The District, in its sole and absolute discretion, will determine when a student may return or participate in an activity. Any student who fails to promptly report COVID-19 symptoms, potential exposure, or otherwise takes action or inaction that could jeopardize the health and safety of other students or staff will be subject to discipline, including the removal from the activity for the remainder of the year.

6. Failure to be Honest. These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students and staff. The District will endeavor to balance the need to ensure the health and safety of school premises, while not intruding on a family’s confidential medical information. With that in mind, students and families are expected to be honest with the District regarding a student’s potential COVID-19 exposure or symptoms. If a parent is uncomfortable or unwilling to provide specific information to the District about a student’s potential exposure or symptoms, the family need only **provide documentation from the ELVPHD or a medical doctor indicating the length of time that the child cannot attend school** ~~inform a building administrator of the fact that there may have been a~~

~~potential exposure or potential symptoms.~~ A parent may, but will not be required to, divulge any specific information about the potential exposure or symptoms, such as medical information. In any circumstance, if the District determines that a parent or student has not been honest or forthright with information or facts provided (or not provided) to the District about a potential exposure or potential symptoms, the District may exclude a student for a longer period of time (for health and safety reasons) or may impose disciplinary consequences, ~~up to and including exclusion or expulsion from school.~~

7. Other Health and Safety Rules. At any time, a staff member may impose or require a student to undertake other health and safety requirements (such as frequent hand washing, maintaining social distancing, and the like). A student must follow such health and safety requirements ~~or face discipline.~~

8. Assumption of the Risks. In the middle of the COVID-19 pandemic, the District has endeavored to reopen schools for the benefit of student learning and development. However, there is no guarantee that the school environment will be completely safe and free from COVID-19 or other related risks and hazards. Any parent who is uncomfortable with the risks associated with sending their student to school must promptly contact a building administrator to discuss alternative educational options. A parent who elects to send their student back to school does so understanding, assuming, and accepting the associated health and safety risks, including the possibility that the student may be exposed to and/or contract COVID-19.



2020-2021 STUDENT HANDBOOK: COVID SUPPLEMENT

August 2020

The family of _____ (print student's name) received and had an opportunity to read the Student Handbook COVID Supplement for students attending the Norfolk Public Schools. We understand that each student and family is responsible for becoming familiar with the supplement.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

2020-2021 STAFF HANDBOOK: COVID-19 SUPPLEMENT

The following rules and expectations will be effective during the 2020-2021 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of the current COVID-19 pandemic and the District's continued collaboration with health officials, these rules and expectations are subject to change at any time. The District will send staff members written notification of any such changes. It is each staff member's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a staff member has any questions about the interpretation or implementation of these rules and expectations, it is the staff member's responsibility to promptly contact their administrator.

1. Masks. Unless otherwise directed by the Superintendent, every staff member must wear an appropriate mask on school grounds and while in school vehicles. An appropriate mask is a ~~double~~ cloth mask **or clear face shield** that does not interfere with or disrupt the operation of the school or the learning environment. Masks must be worn in a manner that covers the staff member's nose and mouth. A staff member who does not fully comply with this rule (such as having the mask cover their mouth but not their nose) is in violation of District rules and expectations. Staff members may remove their masks only in settings approved in advance by the administration, such as during lunchtime. It is the staff member's responsibility to seek clarification from an administrator if the staff member is uncertain as to whether they may remove their mask at work. Staff members who do not comply with the mask requirement may face discipline, up to and including termination of employment.

2. Enforcement of Mask and Safety Rules. Every staff member has an obligation to ensure that all other persons on school grounds and in school vehicles abide by the mask requirement. If a staff member observes **a mask rule violation, he/she must remind the individual of the rules and is encouraged to report repeated violations to the administration.**~~another staff member or student not wearing a mask, the staff member must promptly remind the staff member or student to wear their mask. If a staff member observes another staff member or student repeatedly not wearing a mask, then the staff member must promptly notify their administrator.~~

3. COVID-19 Symptoms. A staff member who experiences any of the ~~following~~ symptoms **listed on the current guidance from the Elkhorn Logan Valley Public Health Department (ELVPHD)** must notify their administrator prior to coming to school or prior to entering a school vehicle.

- ~~1. Fever or chills~~
- ~~2. Cough~~
- ~~3. Shortness of breath or difficulty breathing~~
- ~~4. Muscle or body aches~~
- ~~5. New loss of taste or smell~~
- ~~6. Sore throat~~
- ~~7. Nausea or vomiting~~
- ~~8. Diarrhea~~

If a staff member wakes up in the morning of a workday with any of the aforementioned symptoms, the staff member must immediately contact their administrator **and the ELVPHD** to determine if the staff member should report for work that day.

~~If a staff member exhibits any of the aforementioned symptoms (including experiencing the symptoms within 48 hours of the next workday), the staff member's administrator will then evaluate the staff member's symptoms to determine if the staff member should report for work on the next workday.~~

Staff members who report to work without contacting their administrator about potential symptoms do so under the following conditions: (1) that the staff member is not experiencing any of the aforementioned symptoms; and (2) the staff member agrees to certain non-invasive, permissible medical checks (such as temperature scans) and/or health screening questionnaires.

Any employee who fails to follow these procedures or is dishonest about his or her symptoms to avoid reporting for work may be subject to discipline. ~~up to and including termination of employment.~~

4. Potential Exposure. A staff member who has reason to suspect that he or she may have been exposed to COVID-19 must promptly inform their administrator. Potential exposure includes, but is not limited to, coming into close contact with a person who tested positive or is awaiting test results, a family member in the household who has tested positive or is awaiting test results, traveling to a "hot spot," or receiving notification from a health official or medical professional of a potential exposure. Staff members who plan to travel outside of the **state community** for non-work reasons must notify and consult with their administrator in advance to determine the potential consequences (such as quarantine restrictions upon return) of such travel. A staff member who has potentially been exposed to COVID-19 will not be allowed on school grounds or in a school vehicle until the administration, in its sole and absolute discretion, determines that the staff member may safely return to school. A staff member's failure to promptly notify a building administrator of a potential exposure could result in discipline. ~~up to and including termination of employment.~~

5. Work at Home. In **extremely rare** circumstances, **with the approval of the Superintendent**, the District may allow a staff member to work from home. Any staff member who works from home must adhere to all of the District's rules and expectations during the workday. These rules and expectations include, but are not limited to, the staff member devoting their full time and attention during the workday to the performance of their job duties, refraining from personal business or activities, refraining from prohibited conduct (such as consuming alcohol) and promptly responding to emails or calls. A staff member working from home who violates these rules and expectations could face discipline. ~~up to and including termination of employment.~~

6. Activities. A staff member who has potentially been exposed to COVID-19 or exhibits COVID-19 symptoms will not be permitted to serve as a coach or sponsor until the District, in its sole and absolute discretion, determines that the staff member may safely return to work. A staff member who has potentially been exposed to COVID-19 or exhibits COVID-19

symptoms will not be permitted to attend any practices or competitions, even if the staff member attempts to undertake measures to social distance at such practices or competitions.

7. Failure to be Honest. These rules and expectations are designed and will be implemented to ensure the health and safety of all students and staff. One staff member's refusal to be entirely honest or straightforward about a potential exposure or symptoms could jeopardize the health and safety of other staff members and students. If the District determines that a staff member has not been honest or forthright with information provided (or not provided) to the administration, then the staff member may face discipline. ~~up to and including termination of employment.~~

8. Off Duty Conduct. Generally, the District does not monitor or govern a staff member's conduct outside of duty hours. However, as a reminder, the District maintains an interest in a staff member's "off duty" conduct when such conduct interferes with the staff member's ability to perform their job. As a result, all staff members **are strongly encouraged to follow the guidance provided by the ELVPHD and the States' Directed Health Measures.** ~~must adhere to health and safety best practices while "off duty," including frequent hand washing, wearing a mask in public areas, maintaining social distancing in public areas, and not attending gatherings of 10 or more where social distancing cannot be maintained at all times (such as at a party).~~ A staff member who intentionally imposes his or her own "self-quarantine" or is otherwise unable to perform his or her job duties because of choices made while "off duty" may be subject to discipline. ~~up to and including termination of employment.~~

9. Other Health and Safety Rules. At any time, the administration may impose or require a staff member to abide by other health and safety requirements. Every staff member must follow such health and safety requirements or face discipline.



2020-2021 STAFF HANDBOOK: COVID SUPPLEMENT

August 2020

_____ (print staff name) received and had an opportunity to read the Staff Handbook COVID Supplement for staff members employed by the Norfolk Public Schools. Each staff member is responsible for becoming familiar with the supplement.

Staff Signature: _____

Date: _____

Little Panthers Preschool

2020-2021 Calendar



AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

No Preschool on Wednesdays

**** 2 Home Visits Required Per Year ****

August
4-7 New Teaching Staff Professional Development
10-11 Teacher Professional Development
12-14, 17-19 Preschool Orientations at Little Panthers
20 Group A-First Day of Preschool (No Group B)
21 Group B-First Day of Preschool (No Group A)
24 All Little Panthers at Preschool

September
7 No School- Labor Day

October
19-20 Parent Teacher Conferences (4:00-7:00 pm)
22 PT Conferences (1:00-4:00) No PM Preschool
23 No School
26 No School for Students-Teacher Professional Dev.

November
25-27 No School- Thanksgiving Break

December
23-31 No School- Winter Break

January
1 No School- Winter Break
4 No School for Students-Teacher Prof. Dev./ Work Day
5 School Resumes
18 No School- Teacher Professional Development

February
8-9 Parent Teacher Conf. (4:00-7:00 pm)
11 PT Conf. (1:00-4:00) No PM Preschool
12 No School

March
12 No School-Spring Break
15-16 No School- Spring Break (possible snow make-up dates)

April
2-5 No School- April Spring Break
20-22 No School- Preschool Home Visits
23 No School for Students-Teacher Prof. Dev./Work Day

May
18 Last Day of Preschool
19-21 Teacher Work Day-GOLD Finalization

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Red - Start and End of Preschool

Orange - Professional Development/No School for Students

Green - No School for students or staff

Blue - Parent/Teacher Conferences

Purple - Home Visits (2 required per year)

Yellow - No Preschool for Students or Staff

Norfolk Public Schools Administrative Salary Structure 20-21

* Superintendent Discretion to be used in salary placement based upon administrator's experience. Deviations from the salary structure may be warranted in extenuating circumstances

Administrative Contract Days	Level	Position	Salary Placement Range	Daily Rate based upon salary placement range	Starting Longevity Salary
200	1	SH Dean of Students	For Initial Placement, certified schedule plus 12 days per diem of the certified base for SH (\$2,377), 20 days per diem for JH (\$3,962)		Follow Certified longevity system
208	1	JH Dean of Students/7-8 Activities Director			
220	2	Assistant Principal 5-6	\$78,400-\$84,400 (\$6,000)	\$356-\$384	\$108,400
220	2	Assistant Principal 7-8	\$78,400-\$84,400 (\$6,000)	\$356-\$384	\$108,400
230	3	Assistant Principal 9-12	\$88,250-\$94,250(\$6,000)	\$384-\$410	\$118,250
230	3	Assistant Principal 9-12	\$88,250-\$94,250(\$6,000)	\$384-\$410	\$118,250
230	3	Activities Director 9-12	\$88,250-\$94,250(\$6,000)	\$384-\$410	\$118,250
230	4	Elementary Principal(s)	\$92,250 - \$98,250(\$6,000)	\$401 - \$427	\$122,250
260	4	M.S. Principal	\$100,250 - \$106,250(\$6,000)	\$386 - \$409	\$130,250
260	4	J.H. Principal	\$100,250 - \$106,250(\$6,000)	\$386 - \$409	\$130,250
260	5	High School Principal	\$114,250-\$120,250(\$6,000)	\$440-\$463	\$144,250
260	6	District Director of Student Programs	\$118,250-\$124,250(\$6,000)	\$455-\$478	\$148,250
260	6	District Director of Student Services, Safety and Technology	\$118,250-\$124,250(\$6,000)	\$455-\$478	\$148,250
260	6	District Director of Human Resources and Accreditation	\$118,250-\$124,250(\$6,000)	\$455-\$478	\$148,250
260	6	District Director of Teaching and Learning	\$118,250-\$124,250(\$6,000)	\$455-\$478	\$148,250
260	6	District Director of Business, Maintenance, & Facilities	\$118,250-\$124,250(\$6,000)	\$455-\$478	\$148,250
260	7	Associate Superintendent (Includes the job of one of the level 6 positions)	Additional \$5,000 to level 6 range \$123,250 - \$129,250	\$474-\$497	\$153,250
Extra Salary Incentives (Additional one time salary increase upon completion of degree)					
		Ed.S.	\$2,000		
		EdD. / Ph.D.	\$3,000		

**Each administrative employee will receive an annual (\$10,578) benefit package in 20-21 which can be applied to benefits or taken as cash in lieu

**All 260 day contract administrators receive 20 vacation days annually which can be used through the calendar year with prior approval from the Superintendent

Superintendent Pay Transparency Notice—Proposed Contract Dr. Jami Jo Thompson

Notice is hereby given that Norfolk Public Schools has approval of a proposed superintendent employment contract/contract amendment on its agenda for the board meeting to be held on August 10th, 2020 at 5:30 pm at the Norfolk Public Schools Central Office in Norfolk, Nebraska.

After the 2019/20 school year, how many years remain on the contract:

(Column

2

F must be completed if additional years remain on contract.)

The estimated costs to the district for the 2020/21 year and future years are listed below:

	2020/21 Base Pay, Additional Compensation & Benefits	Future Base Pay, Additional Compensation & Benefits per Contract	TOTAL CONTRACT COST
Base Pay for the Total FTE	\$ 218,000.00	\$ 436,000.00	\$ 654,000.00
Compensation for activities outside of the regular salary:			
• <i>Extended contracts / Activities outside of regular salary</i>			\$ -
• <i>Bonus/Incentive/Performance Pay</i>			\$ -
• <i>Stipends</i>			\$ -
• <i>All other costs not mentioned above</i>			\$ -
Benefits and Payroll Costs Paid by district:			
• <i>Insurances (Health, Dental, Life, Long Term Disability)</i>	\$ 25,006.68	\$ 50013.36	\$ 75,020.04
• <i>Cafeteria Plan Stipend</i>			\$ -
• <i>Cash in lieu of insurance</i>			\$ -
• <i>Employee's share of retirement, deferred compensation, FICA and Medicare <u>if paid by the district</u></i>	\$ 21,320.40	\$ 42,640.80	\$ 63,961.20
• <i>District's share of retirement, FICA and Medicare</i>	\$ 40,320.58	\$ 80,641.16	\$ 120,961.74
• <i>IRS value of housing allowance</i>			\$ -
• <i>IRS value of vehicle allowance</i>			\$ -
• <i>Additional leave days</i>			\$ -
• <i>Annuities</i>			\$ -
• <i>Service credit purchase</i>			\$ -
• <i>Association / Membership dues</i>			\$ -
• <i>Cell Phone/Internet reimbursement</i>	\$ 640.00	\$ 1,280.00	\$ 1,920.00
• <i>Relocation reimbursement</i>			\$ -
• <i>Travel allowance/reimbursement</i>			\$ -
• <i>Mileage Allowance</i>			\$ -
• <i>Educational tuition assistance</i>			\$ -
• <i>All other benefit costs not mentioned above</i>			\$ -
Totals:	\$ 305,287.66	\$ 610,575.32	\$ 915,862.98



SUPERINTENDENT OF SCHOOLS EMPLOYMENT CONTRACT

**The School District of the City of Norfolk,
in the County of Madison, State of Nebraska**

THIS CONTRACT is made by and between the Board of Education of Madison County School District 59-0002, a/k/a Norfolk Public Schools, hereinafter known as “the Board”, and **Dr. Jami Jo Thompson**, hereinafter known as “the Superintendent”.

WITNESSETH: That in accordance with action taken by the Board as recorded in the minutes of the regularly scheduled Board meeting held on the **10th day of August, 2020**, the Board hereby agrees to employ the Superintendent and the Superintendent hereby agrees to accept such employment, subject to the following terms and conditions:

TERM OF CONTRACT

- A. Term: This contract is for a term of three (3) years beginning on the 1st day of July, 2020, and expiring on the 30th day of June, 2023. A “contract year” for the purposes of this contract shall be from July 1 to June 30.
- B. Superintendent’s Notice of Intent to Extend: The Superintendent shall give the President of the Board a “Superintendent’s Notice of Intent to Extend” which is a written notice that the Superintendent intends to extend the contract for a period of one (1) year. This notice shall be given between October 15th and December 1st. In the event a Superintendent’s Notice of Intent to Extend is not given within the specified time, the contract shall not be extended.
- C. Board Action on Notice of Intent to Extend: In the event the Board has received a Superintendent’s Notice of Intent to Extend, the Board shall have until on or before December 31st to give a Notice of Intent to Not Extend. In the event the Board does not give a Notice of Intent to Not Extend, or of a notice of a possible non-renewal or cancellation, the contract shall be extended for an additional term of one (1) contract year.
- D. Notice of Non-Renewal: Notice of intent to non-renew in the final year of the contract shall be given to the Superintendent on or before April 15th of the final year of the contract.

SALARY

- A. Salary for the Term: The annual salary for the contract year of **July 1, 2020, through June 30, 2023**, shall be as follows:

2020-2021 Salary	\$218,000.00
Family Health and Dental \$1,020 Deductible (125)	\$ 23,893.44
Employee share of retirement	\$ 21,320.40
Employee Term Life Insurance “\$125,000 value”	\$ 240.00
Disability	\$ 873.24
Cellphone stipend	\$ 640.00
District share of FICA	\$ 18,786.98
District share of Retirement	<u>\$ 21,533.60</u>

Final District Cost **\$305,287.66**

The district, acting by and through its Board of Education, reserves the right to adjust the annual salary during the term of the contract, said salary adjustment, however, not to reduce the annual salary to any lesser amount than that as stated above. Any adjustment in salary made



during the term of the contract shall be in the form of an amendment and shall become part of the contract; provided however, that in making any such salary adjustment, it shall not be considered that the district has entered into a new contract, nor shall the termination date of the contract be thereby extended unless the Board, by specific action, shall expressly extend such termination date. In no event shall any such extension, together with the unexpired term of the contract or any prior extension be for a period in excess of three (3) years.

- B. Inclusive of All Services Provided to the District: In the event that the Superintendent is elected to any other office or offices of the Board of Education or in connection with the District, the Superintendent shall perform the duties of such other office or offices without remuneration other than as provided in this contract.
- C. Salary for Extended Terms: The salary for any renewal or extension periods shall be set by mutual agreement of the Superintendent and the Board, but shall in no event be less than the annual salary for the immediately preceding contract year.
- D. Payment of Salary and Adjustments: The first annual salary installment shall be paid on July 18, 2020, and each subsequent installment shall be paid on or before the eighteenth (18th) day of each month thereafter during the term of this agreement. Said annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of certificated employees of the district. Salary payments shall be subject to state and federal withholding required by law, including without limitation retirement contributions, FICA, FUTA, Medicare, and state or federal unemployment contributions.

BENEFITS/LEAVES

Nature of Paid Leaves: Paid leave from the Superintendent's professional duties are available to the Superintendent when the following specific conditions are met: (1) the Superintendent is currently employed by the school district; (2) the leave day is taken on a day the Superintendent would otherwise be expected to be at work; and (3) the Superintendent has met the conditions for such leave to be taken as applicable to each specified form of paid leave. All paid leave is subject to the following:

Leave Year: The leave year is the Superintendent's contract of July 1 through June 30 of each year that this contract is in effect.

Unused Leave: There shall be no pay for leave available but unused either during or upon ending of employment except as may be specifically set forth herein.

A. Vacation

Amount and Use: The Superintendent shall be allowed twenty (20) working days of vacation leave each contract year exclusive of Saturdays, Sundays and legal holidays. It is understood, however, that the Superintendent may from time to time be required to perform duties on Saturdays, Sundays and legal holidays. Vacation days are to be used in a manner and at times selected by the Superintendent; provided that the Superintendent shall make reasonable efforts to not schedule leaves which would cause the Superintendent to not be able to attend regularly scheduled meetings of the Board of Education or important school functions, and the Superintendent shall provide information such that the Superintendent may be contacted when necessary.

Vacation Accumulation: The Board and the Superintendent agree that periodic vacation is beneficial to "recharge" the Superintendent. As such, the Superintendent shall use at



least ten (10) days of vacation each year. At the end of the contract year the Superintendent will be reimbursed for up to five (5) days of any remaining unused vacation days at the effective daily rate of pay in such contract year. Any remaining unused vacation days remaining from a prior contract year shall be added to the number of vacation days the Superintendent has for the following contract year, such that the total vacation days at the beginning of each contract year be no more than twenty-five (25) days. Upon ending employment, unused vacation days will not be paid except to the extent required by law. If payable, unused vacation will be paid at the effective daily rate of pay at the time each unused vacation day first became available. There shall be no pay for unused vacation days in the event the Board determines that the Superintendent has engaged in misconduct which provides just cause for termination or cancellation.

B. Sick Leave

Amount and Use: The Superintendent shall be allowed twelve (12) working days of sick leave each contract year all exclusive of Saturdays, Sundays and legal holidays.

Availability: Sick leave is a paid work day when the Superintendent may be absent from duties. Sick days are only available when the Superintendent is currently employed by the school district and the Superintendent is unable to perform assigned duties due to the illness or temporary disability of the Superintendent or due to the Superintendent's immediate family who is ill or has a serious health condition. Immediate family shall mean the Superintendent's spouse, children, or parents.

Carry-over and Accumulation: Unused sick leave may be carried over from one leave year to the next succeeding leave year(s). The maximum that may be accumulated is forty-five (45) days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year(s) until the accumulated number of days is less than forty-five (45), and then only to the extent necessary to restore the total number of available sick leave days to the maximum of forty-five (45) days.

Unused Days: There shall be no pay for unused sick leave either during or upon ending of employment.

C. Personal Leave

Amount and Use: Three (3) days are available to the Superintendent each leave year.

Availability: Paid personal leave is available to the Superintendent for the purposes of allowing the Superintendent to attend to personal matters.

Carry-over and Accumulation: There is no carry-over or accumulation of unused personal leave.

Unused Days: In the event the Superintendent does not use available personal days during a leave year, the Superintendent will be eligible to receive payment for such unused personal leave, subject to the condition that employment not have ended during or at the end of such leave year for reason of non-renewal or cancellation of employment contract. The rate of pay for unused personal leave will be paid at the



effective daily rate of pay for the current leave year. Such payment will be made with the August pay check.

D. Bereavement Leave

Amount and Use: Three (3) days of family bereavement leave and one (1) day of non-family bereavement leave are available to the Superintendent each leave year. All bereavement leave is subject to a maximum of ten (10) days each leave year.

Availability: Family bereavement leave is available to the Superintendent each leave year for purposes of allowing the Superintendent to address issues related to the death of a member of the Superintendent's family. For purposes of this subparagraph, the term family means the Superintendent's spouse, child, parent, parent-in-law, sibling, sibling-in-law, son or daughter-in-law, the Superintendent's grandparents, spouse's grandparents, and the Superintendent's grandchild. Non-family bereavement is available to the Superintendent for the death of a non-family member that shall require the Superintendent attend funeral services.

Carry-over and Accumulation: There is no carry-over or accumulation of unused bereavement leaves.

Unused Days: There shall be no pay for unused bereavement leave either during or upon ending of employment.

E. Vacation, Sick, Professional, Personal and Bereavement Leave Log

The Superintendent shall maintain a monthly vacation, sick, professional, personal and bereavement leave log which shall be submitted to the Board President for review on or before the 8th day of each month.

F. Miscellaneous Provisions

1. Section 125 Plan: The Superintendent shall be permitted to participate in the district's Section 125 Plan for purposes of purchasing and paying for group health insurance, dental insurance and long-term disability insurance.
2. Life Insurance: The Superintendent shall be provided basic term life insurance with a death benefit of \$125,000.00.
3. Health Insurance: The Superintendent shall be provided a family plan of health and dental insurance.
4. Disability: The Superintendent shall be provided long term disability insurance.
5. State Retirement: The Employee and Employer share of the Superintendent's contributions to the state retirement system (NPERS) shall be provided.
6. Meetings and Dues: The Superintendent shall attend appropriate professional meetings at the local, state and national levels provided that such attendance does not interfere with the proper performance of the Superintendent's duties. The reasonable and necessary expenses of such meetings shall be reimbursed by the district consistent



with Board policies. The Board may pay dues for professional organizations suitable for the Superintendent's position upon the Superintendent's request, and shall pay dues for the Superintendent's membership in the American Association of School Administrators, Nebraska Council of School Administrators and the Northeast Nebraska School Superintendent's Association.

7. Transportation Expenses: The reasonable and necessary expenses of transportation required in the performance of the Superintendent's official duties shall be reimbursed at the rate set annually by the Board for district travel.

8. Health Examinations: The Superintendent, at the Superintendent's election, shall be provided a medical examination in each contract year at the cost of the Board. To be reimbursed for such medical examination, the Superintendent shall provide the President of the Board of Education with a statement from the physician certifying to the physical competency of the Superintendent to perform the essential functions of the Superintendent's position. Such statement shall be placed in a separate medical personnel file and remain confidential as and to the extent permitted by law.

9. Indemnification: The district shall, to the extent permitted by law, defend, hold harmless and indemnify the Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against the Superintendent in the Superintendent's individual capacity or the Superintendent's official capacity as an agent or employee of the district, provided that the incident arose while the Superintendent was acting (or in good faith, reasonably believed that the Superintendent was acting) within the scope of the Superintendent's employment with the district. This provision shall not apply to criminal proceedings against the Superintendent and shall not obligate the district beyond any applicable insurance coverage the district has available.

DUTIES

Specification of Duties: The Superintendent shall perform the duties of Superintendent as are regularly and customarily expected for such position and such duties and responsibilities as set forth in Board Policy or Regulation. Substantially changing this contract without the consent of the Superintendent will not be allowed without an amendment to this contract. The Superintendent shall be subject to such other responsible for performance of duties assigned by individual members of the Board or duties assigned without official action of the Board, except as specifically set forth in the Board of Education Policies. In the event that the Superintendent is elected to any other office or offices of the Board of Education or in connection with the district, the Superintendent shall perform the duties of such other office or offices without remuneration other than that as provided in this contract.

Use of Time: The Superintendent agrees to devote full time to the assigned duties, provided that the advance agreement of the Board, the Superintendent may undertake consultative work, speaking engagements, writing, lecturing or other professional activities. Should the Superintendent provide services to other school districts or in undertaking consultative work, speaking engagements, writing, lecturing or other professional activities, the Superintendent shall utilize personal vacation time for such purposes and hold the school district harmless.



Performance of Duties: In performing the assigned duties, the Superintendent shall be governed by the policies, regulations and directions of the Board of Education. The Superintendent shall in all respects to diligently and faithfully perform the assigned duties to the best of the Superintendent's professional ability. Regular dependable attendance at meetings of the Board and committees of the Board and other assigned duties is an essential function of the Superintendent's position.

BOARD-SUPERINTENDENT RELATIONSHIP

The Board shall have primary responsibility for formulating and adopting Board policy. The Superintendent shall be the chief administrative officer for the district, and shall have primary responsibility for implementation of Board policy. The Superintendent shall be responsible for development of policies for adoption by the Board and for development of regulations and rules consistent with Board policy. In the absence of Board policy, on matters which require prompt action, the Superintendent shall have the authority to act using the Superintendent's professional judgment and consistent with legal requirements; provided that the Superintendent shall report the nature of the matter and the action taken to the Board no later than the next regularly scheduled Board meeting. The parties agree, individually and collectively, to promptly refer all criticism, complaints and suggestions called to its attention to the Superintendent for action, study or recommendation, as appropriate.

EVALUATION OF SUPERINTENDENT

The Superintendent shall be evaluated twice during the first contract year and once during the second year and each year of any Extended Term, unless the Board deems additional evaluations appropriate. The Superintendent shall receive a copy of the evaluation and shall have the right to submit a response to the evaluation, which response shall be placed in the Superintendent's personnel file. The Superintendent shall notify the President of the Board to remind the Board of the need to evaluate.

CONTRACT CANCELLATION

In the event the Superintendent violates any of the provisions of this contract or performs any act or does anything which is materially harmful to the district, or which substantially inhibits the Superintendent's ability to discharge the duties as set forth herein then the Superintendent may be discharged in accordance with applicable law, including, but not limited to, the following reasons: (1) becoming legally disqualified to perform as a Superintendent in the State of Nebraska; (2) participation in any fraud; (3) causing any intentional damage to property; (4) engaging in any unlawful act; (5) any representations in this contract being determined to be false or incorrect; (6) failure to return an Intent to Extend by the required date, provided that such date not be prior to just cause, including: (a) incompetency, which includes, but is not limited to demonstrated deficiencies or shortcomings in knowledge of subject matter or administrative skills; (b) neglect of duty; (c) unprofessional conduct; (d) insubordination; (e) immorality; (f) physical or mental incapacity; (g) failure to give evidence of professional growth as required by law; or (h) other conduct which interferes substantially with the continued performance of duties. Suspension or other disciplinary action may be enforced in accordance with applicable law.

Upon termination of this contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of such termination bears to the twelve months in the annual salary period in which termination occurs. Any portion of the salary paid, but not



earned, prior to the date of termination of this contract, and any sums owing to the district by the Superintendent, shall be set off from sums due to the Superintendent and, if the sums owing to the district are in excess of the sums due the Superintendent, the amount owing shall be immediately refunded by the Superintendent.

The Board may require a certificate of health and physical fitness of the Superintendent in accordance with applicable law at any time while this contract is in force. Should the Superintendent be unable to perform the Superintendent's duties by reason beyond the Superintendent sick leave allowance, the Board may, in its discretion, make a proportionate reduction from the salary and benefits, and if such disability continues or is permanent, or of such nature as to make the Superintendent unable to perform essential functions of the positions for which the Superintendent is employed, the Board of Education may, at its option, terminate this agreement whereupon the respective duties, rights and obligations hereto shall terminate.

REPRESENTATIONS AND LEGAL REQUIREMENTS

The Superintendent affirms that (1) the Superintendent holds or will hold a valid and appropriate certificate to act as a certificated employee in the State of Nebraska to perform the assigned duties throughout the term of this contract and any extensions of this contract; (2) the required certificate to perform the assigned duties shall be registered as required by law; it being understood and agreed that this contract is not valid until the required certificate is registered in accordance with law and that the Superintendent shall not be compensated for any services performed prior to the date of registration of this certificate; and (3) the Superintendent is not under contract with another Board of Education within the State of Nebraska covering any part of or all of the same time of performance as provided for in this contract.

The Superintendent further warrants and represents as follows: (1) all information set forth in the Superintendent's application for employment and other information provided by the Superintendent in seeking employment are true and accurate, and if said information ceases to be true, the Superintendent will advise the Board immediately; (2) the Superintendent has never been convicted or pled no contest or otherwise been adjudicated as having committed a felony, any other offense involving moral turpitude or any other offense involving abuse, neglect, or sexual misconduct as defined in Sections 003.12 through 003.14 of NAC21; and (3) the Superintendent has not suffered suspension or revocation of any Educational professional license or certificate, nor voluntarily surrendered such a license or certificate where charges or potential charges were pending or imminent.

There shall be no penalty for release or resignation by the Superintendent from this contract; provided no resignation shall become effective until expiration of the remaining term of the contract unless the Board affixes an earlier effective date. This contract is subject to provisions of the School Employee's Retirement Act.

GOVERNING LAWS

The parties shall be governed by all applicable Nebraska and federal laws, rules and regulations in performance of their respective duties and obligations under this contract.



AMENDMENTS AND SEVERABILITY

This contract may be modified or amended only by a written duly authorized and executed by the Superintendent and the Board of Education. If any portion of this contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of this contract.

Executed this day of August 10th, 2020

Superintendent

Executed this day of August 10th, 2020
Board of Education of Madison County School District 59-0002
a/k/a Norfolk Public Schools

Board President

Board Vice-President

InstructionGrading

The district uses grades for the purposes of providing:

1. Teachers with documentation of student academic performance,
2. Students with feedback about what and how well they have learned,
3. Counselors and post-secondary institutions with information to guide student class selections and career choices, and
4. Parents with grade reports that indicate student progress toward learning targets and content standards.

Learning targets and content standards are consistent across schools, grade-level classrooms, and courses in the district. Grades are not used to reflect student behaviors or as punishment.

Grades are assigned by teachers using a standardized (district-wide) percentage range and letter grade scale and are determined using the NPS proficiency target/GPA conversion scale as appropriate. Administrative rule grading practice guidelines, developed and implemented by the Superintendent or designee, are based on educational research and explain how grades quantify, detail, and document academic achievement of each student.

Date of Adoption:

InstructionClassroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

Date of Adoption: [Insert Date]

Community RelationsAnnual Report and School Improvement

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Rule 10, Regulations and Procedures for the Legal Operation of Schools. The Annual Report shall be distributed to residents of the School District by the Superintendent distributing it to the members of the Board of Education and to the parents of students enrolled in the School District each school year and making it available to other residents. The report shall include information required by Rule 10. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students. The report is to include:

- A. Student academic performance. The report shall include results of student success in achieving the state standards set forth in Appendices A through D of Rule 10 or local content standards approved by the Department, on a building basis. Individual test scores shall be kept confidential. If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance shall be provided for those grades.
- B. School system demographics.
- C. School improvement goals and progress.
- D. School system financial information.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Review and update of a ~~the mission or~~ **and** vision statements.
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student ~~performance~~ **academic achievement**.
- D. Development and implementation of a **an improvement** plan which includes procedures, strategies, or actions to achieve goals, **and an aligned professional development plan**.
- E. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the **school system's improvement plan and the** written recommendations shall be provided to the Department. The external team visits shall be conducted at least once each five years.

Legal Reference: NDE Rule 10.5.02; 10.9 and 10.10

Date of Adoption: October 14, 2013
Date of Revision: December 11, 2017
Date of Reaffirmation: October 8, 2018

StudentsSafe Pupil Transportation Plan**Norfolk Public Schools Safe Pupil Transportation Plan**

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to for students being transported in pupil transportation vehicles.

1. **Weapons.** Vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, explosive devices or bomb-related materials or equipment which could endanger the lives, health, or safety of the children, other passengers, and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported with written permission of an administrator of the District. Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District. If possible, these items should be secured and not visible or accessible to students while in the vehicle.

Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. **Contact** ~~Radio transportation~~ dispatch and notify them of the situation **if possible**. If not possible, the driver will make every attempt to ~~telephone dispatch~~ **contact dispatch** from a cellular telephone (**after parking on a shoulder or otherwise not moving**) or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
 - B. Pull vehicle over to safe and secure area.
 - C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
 - D. Give description of weapon and participating parties to dispatch.
 - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
2. **Pupil behavior.** Students are expected to follow student conduct rules while in a ~~pupil transportation~~ vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's **violates Board policy regarding student conduct standards or otherwise engages in** behavior jeopardizes safety, the driver will make every attempt to:
 - A. First seek to resolve incident through discussion with the student(s) involved.
 - B. **Contact** ~~Radio transportation~~ dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flashers.
 - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
 - E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form, **if available**.

3. **Terrorist threats.** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:
- A. **Contact** ~~Radio transportation~~ dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a ~~cellular telephone~~ or from the nearest safe haven location.
 - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
 - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
 - D. Driver should wait for instructions from dispatch *if possible*.
4. **Severe weather.** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. **Contact** ~~Radio transportation~~ dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a ~~cellular telephone~~ or from the nearest safe haven location.
 - B. Return to the school if less than five minutes away and follow the directions of the school administrator.
 - C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
 - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
 - E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
5. **Hazardous materials.** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. **Contact** ~~Radio transportation~~ dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a ~~cellular telephone~~ or from the nearest safe haven location.
 - B. Pull vehicle over to safe and secure area.
 - C. Give description of hazardous materials in question to dispatch.
 - D. Dispatch will immediately notify appropriate law enforcement and school administration.
 - E. Driver should wait for instructions from dispatch *if possible*.

In the event an unattended item is discovered on or near the vehicle, the driver will seek to determine who the item belongs to and whether the item could be hazardous to the safety of those in the vehicle. Any unattended item that would break or could cause injury if

tossed about the inside of the vehicle when involved in an accident shall be secured. If it is determined that the item is not hazardous and need not be secured, the driver will not allow the item to distract the driver's attention to the task of operating the vehicle.

6. **Medical emergencies.** Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. **Contact** ~~Radio~~ transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Dispatch will immediately notify appropriate medical agencies and school administration.
 - C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
 - D. *Only if necessary*, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
 - E. Driver should try to keep student passengers as calm as possible.

7. **Procedures in the event of mechanical breakdowns of the vehicle.** Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:
 - A. Pull vehicle over to safe and secure area *if possible*
 - B. **Contact** ~~Radio~~ transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
 - D. Driver should try to keep student passengers as calm as possible.
 - E. Dispatch will arrange for assistance and a relief vehicle *if needed*.

8. **Procedures in the event the drop-off location is uncertain or appears unsafe to leave students.** In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:
 - A. Contact or otherwise communicate with dispatch to notify them of the situation *if possible*.
 - B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
 - C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

89. **Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any

pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

- 910. Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. **Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District.** Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.
- 1011. Supplemental Information.** A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.
- 12. Vehicle drivers of small vehicles on activity trips.** The District will provide drivers of small vehicles with instruction on and guidance for emergency evacuation procedures, first aid, and emergency equipment. Drivers of small vehicles are generally expected to follow this plan in the event of an emergency evacuation. The District's director of transportation may provide additional guidance for drivers of small vehicles to increase student safety.
- 13. Student Instruction.** At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills.
- 14. Driver Capacity.** To confirm a driver has the ability to conduct daily tasks and emergency evacuations, drivers must: (a) pass a prescribed physical examination administered by a Certified Medical Examiner at least every two years and provide the employer with a copy of the medical certificate; (b) pass a transportation screening every year; (c) participate in required in-service training which includes emergency evacuation training; and (d) if required, to have a Commercial Driver's License (CDL) to operate the vehicle, participate in the drug and alcohol testing program as required by federal law. Should a driver have a medical concern throughout the year, the Superintendent or Superintendent's designee will work with the driver to confirm a drivers' ability to conduct the daily tasks and emergency evacuations prior to transporting students.

Legal Reference: Neb. Rev. Stat. [Sec.](#) §§ 79-318, 79-602, 79-607 and 79-608
Title 92, Nebraska Administrative Code, Chapter 91

Date of Adoption: May 12, 2014
Date of Revision: September 14, 2015
Date of Reaffirmation: May 14, 2018

InstructionCeremonies, Observances, and the Pledge of Allegiance

Appropriate patriotic exercises may be held for suitable to the following: Veterans' Day, occasion shall be held under the direction of the Superintendent or designee on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Presidents' Day, Flag Constitution Day, Memorial Day, Veteran's Day and State Fire Day (the Friday before the Fire Recognition Thanksgiving Day, which is or on the second Saturday in May). An educational program on the United States Constitution shall be held on September 17 every year, or in the day or week preceding or following week if September 17 falls on a weekend or a such holiday, if the school is in session. In addition, appropriate exercises may be held for Flag Day and State Fire Day.

The flags of the United States of America and the State of Nebraska shall be prominently displayed on the school grounds on each day such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America.

Each of the District's schools shall establish a period of time during the school day, when a majority of the students are scheduled to be present, during which time students will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Student participation in the recitation of the Pledge of Allegiance shall be voluntary. Students not participating in the recitation of the Pledge of Allegiance shall be permitted to silently stand or remain seated but shall be required to respect the rights of those students electing to participate.

Legal Reference: Neb. Rev. Stat. § Sections 79-705; § 79-707 and, 79-708;, 79-724; and NDE Rule 10

70 Federal Register 55507 (Constitution Day)

Date of Adoption: June 9, 2014

Date of Reaffirmation: September 12, 2016

StudentsForeign Exchange Students**A. Participation in Foreign Exchange Opportunities**

1. The Board recognizes the benefits of participating in foreign exchange programs. Such programs increase mutual understanding between the students, staff and citizens of the District and the people of other countries.
2. The District will admit students from foreign nations through foreign exchange programs that are approved by the Superintendent. A foreign exchange program may not be approved unless it is on the current Advisory List of International Educational Travel and Exchange Programs that is maintained by The Council on Standards for International Educational Travel.
3. The District will not admit students on an F-1 visa.
4. The designated school officials for purposes of the foreign exchange program are the Director of Student Services and the High School Principal.

B. Admission of Foreign Exchange Students

1. The foreign exchange program shall file application forms and related documents with the District by August 1 prior to the beginning of the school year. In order for a foreign exchange student to be admitted to school, the District's acceptance of the application must occur prior to the commencement of the school year. The District retains the right to reject any application.
2. The foreign exchange program shall be responsible for providing the District with all documents and records required by federal and state law and such other documents and records that the District may request. The documentation is to include information to establish that the foreign exchange student has adequate financial support, that the student is covered by health insurance, a complete transcript and a brief explanation of the transcript, and such other documentation that the Superintendent or High School Principal determine appropriate. Foreign exchange students will be not be admitted until all such documents and records are received.
3. A maximum of three foreign exchange students will be accepted each school year unless otherwise determined by the Superintendent. To promote a diversity of cultural experiences for students of our District, the foreign exchange students admitted in each school year must not be from the same country.

4. Foreign exchange students must be at least sixteen years old and not older than nineteen years old as of September 1st of the school year in which the student will enroll in the District. Foreign exchange students must not have graduated from high school (or an equivalent educational institution) prior to enrollment in the District.
5. Foreign exchange students must have adequate proficiency in the English language to function in a regular classroom and not require English-as-a-second-language instruction. The foreign exchange program must provide documentation to verify the student's English language proficiency as part of the application process.
6. The host family of the foreign exchange student must be residents of the District and have at least one son or daughter who attends Norfolk Senior High School.

C. Requirements During Attendance in the District

1. The host family must be residents of the District and the foreign exchange student must reside in the District during the period of time in which the foreign exchange student is enrolled in the District.
2. The local representative of the foreign exchange program is to arrange and attend a meeting with the foreign exchange student, the host family, and the High School Principal or designee prior to the foreign exchange student starting school.
3. The local representative of the foreign exchange program is expected to confer with the High School Principal or designee throughout the foreign exchange student attendance in the District on a schedule to be determined by the Principal.
4. Foreign exchange students are subject to the same policies, student code of conduct, and attendance requirements that apply to regular students with exceptions appropriate for their status as foreign exchange students including, without limitation, the following: (a) foreign exchange students will not be eligible for student fee waivers; (b) foreign exchange students must be enrolled on a full-time basis; and (c) foreign exchange students are ineligible to take any driver education classes offered by the District. Eligibility for participation in NSAA-regulated activities will be determined based on the Bylaws of the NSAA.

D. Academic Matters Involving Foreign Exchange Students

1. Foreign exchange students will be assigned a grade placement and a class schedule as determined appropriate by the High School Principal or designee. Grade placement will be based upon the District's criteria for students transferring from non-approved schools.

2. Foreign exchange students will be required to enroll in an American literature course and a United States history or a United States government course.
3. Foreign exchange students completing the twelfth grade in the District will be recognized with a school certificate for satisfactory attendance and participation.

Legal Reference: 22 U.S.C. §2451, et seq.
22 CFR Part 62

Date of Adoption: March 10, 2014
Date of Revision: November 13, 2017